

JOB OPPORTUNITY BULLETIN

Release Date: December 15, 2017

Bulletin Number: 17-50

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

This bulletin is a weekly publication of the Human Resources, California Prison Industry Authority (CALPIA).

HOW TO APPLY: Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

All appointments are subject to State Restrictions of Appointment (SROA) procedures.

PLEASE NOTE: APPLICATIONS FOR ALL POSITIONS IN THIS BULLETIN MUST BE POSTMARKED OR RECEIVED BY THE FINAL FILING DATE (FFD) INDICATED. Applications may be filed in person, but must be received by close of business of the FFD. Applications received after the FFD will not be considered. A notation or reference on the application to other materials, such as "see attached resume", will not be considered. For more information, please contact CAREERS@CALPIA.CA.GOV.

Penal Code Section 6007 provides that as a condition of employment with the California Department of Corrections and Rehabilitation (CDCR), individuals are subject to pre-employment and annual testing for tuberculosis (TB).

THIS JOB OPPORTUNITY BULLETIN CAN BE FOUND ON THE CALPIA INTRANET.



POLICY OF NONDISCRIMINATION ON THE BASIS OF DISABILITY AND EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The CALPIA does not discriminate on the basis of disability in employment or in the admission and access to its program or activities. The Equal Employment Opportunity Office has been designated to coordinate and carry out this agency's compliance with the nondiscrimination requirements of Title II of the Americans with Disabilities Act (ADA). Information concerning the provision of the ADA, and the rights provided there under, are available from the ADA Coordinator at 560 East Natoma Street, Folsom, CA 95630-2200

ACCOUNTING TECHNICIAN

Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960

JOB CONTROL #: JC-60387

FINAL FILING DATE: UNTIL FILLED

POSITION #: 393-100-1741-001

TENURE / TIME BASE: PERMANENT / FULL TIME

SALARY: \$2868 - \$3593 - POSITION MAY RECEIVE A \$190.00 PER MONTH INSTITUTIONAL WORKER SUPERVISION PAY (IWSP) DIFFERENTIAL; AND MAY ALSO RECEIVE A \$2,600 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS.

WORK SHIFT (DAYS AND HOURS): MONDAY – FRIDAY, 0730-1530

LOCATION: PELICAN BAY STATE PRISON, ADMINISTRATION, 5905 LAKE EARL DRIVE, CRESCENT CITY, CA 95532

DESCRIPTION OF DUTIES: Under the general direction of the Prison Industries Manager, performs accounting functions and provides clerical support to the Prison Industries Manager. Prepares Form 13 Purchase Requisitions and inputs Purchase Orders into the Enterprise Resources Planning system (ERPLx). Reviews and audits procurement documents for completeness and accuracy. Prepares vendor payment packages, identifies and corrects errors. Researches purchasing and payment history as required. Is responsible for inmate timekeeping to include new hires, punch errors, payroll and attendance. Audits for errors, completes and submits monthly inmate payroll to the Trust Office. Researches and reviews payroll discrepancies & prepares 1697s for assigned inmates. Reviews and audits enterprise weekly and monthly reports for completeness and accuracy. Prepares all travel advances and final travel expense claims. Assembles data and types related correspondence for CALPIA's enterprises, independently, and as assigned by the Prison Industries Manager.

Completes and submits various monthly reports. Schedules appointments, files correspondence related to administrative business details. Prepares memorandums and security clearances for CALPIA visitors. Answers telephone inquiries, communicates with staff at the institution level and CALPIA's Central Office, as well as persons outside the institution. Meets visitors, ascertains nature of business and directs to appropriate area/persons. Records meeting minutes for CALPIA safety meetings.

Has regular, direct responsibility for work supervision, on-the-job training, and work performance evaluation of at least two inmates who substantially replace civil service employees for a total of at least 120 hours per pay period. Supervises inmate clerks in areas associated with maintenance program reporting, sales, shipping and procurement. Plans inmate work schedules, makes assignments, hires and trains inmate workers. Assigns, tracks and schedules inmates for forklift training and for the Respirator Protection Program. Implements the individual components of the Industry Employment Program training and motivating inmates in personal development through their participation in the program.

REQUISITE SKILLS AND ABILITIES: Must be experienced in Microsoft Office programs, ability to multi-task; flexibility; self-motivating, excellent attendance; organizational skills; ability to set goals and work within timeframes. Good oral and written communication skills.

REQUIRED APPLICATION DOCUMENTS: School Transcripts

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

HOW TO APPLY: Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 4/7/17

ASSISTANT INFORMATION SYSTEMS ANALYST

JOB CONTROL #: JC-92590

FINAL FILING DATE: DECEMBER 29, 2017

POSITION #: 063-041-1479-003

TENURE / TIME BASE: PERMANENT / FULL TIME

SALARY: \$3377 - \$5491

WORK SHIFT (DAYS AND HOURS): MONDAY – FRIDAY, 8:00 AM – 5:00 PM

LOCATION: CALIFORNIA PRISON INDUSTRY AUTHORITY, ACCOUNTING – SYSTEM SUPPORT UNIT, 560 EAST NATOMA STREET, FOLSOM, CA 95630

DESCRIPTION OF DUTIES: Under the direction of the Fiscal Accounting Chief, the incumbent is part of the System Support Unit and provides support to Accounting staff. Duties include but are not limited to:

- Develop reports using Financial and Excel reporting tools such as SpreadSheet Server (Excel-based), Access Database, etc.
- Design and create financial queries.
- Evaluate and maintain the general ledger structure and account rules.
- Research and implement new accounting processes to automate duties and develop reports as they relate to CALPIA's business processes.
- Maintain program procedures and oversee install of software upgrades.
- Provide training and support to accounting staff on the reporting tools.
- Develop desk-top procedures on how to create and use the financial reports.

REQUISITE SKILLS AND ABILITIES:

- Knowledge of Microsoft Excel with Intermediate or Advanced skill level is required.
- Knowledge of SQL, Structured Query Language, is desired and/or ability to learn.
- Must be able to work in a team environment.
- Good interpersonal skills with all levels of staff, and be able to multi-task while maintaining efficiencies and accuracy. Excellent organizational and time management skills, detail oriented and able to meet deadlines.
- May need to work hours more than a normal workweek (Monday-Friday 8:00-5:00) to meet Accounting deadlines.

REQUIRED APPLICATION DOCUMENTS: Degree and/ or School Transcripts

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

HOW TO APPLY: Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 12/14/17

BUILDING MAINTENANCE WORKER (CORRECTIONAL FACILITY)

This position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960

JOB CONTROL #: VARIOUS

FINAL FILING DATE: VARIOUS

POSITION #: XXX-078-6216-XXX

TENURE / TIME BASE: LIMITED TERM (12 MONTHS) / FULL TIME - POSITION MAY BE EXTENDED UP TO 24 MONTHS AND MAY BECOME PERMANENT AT A LATER DATE

SALARY: \$3858 - \$4435

WORK SHIFT (DAYS AND HOURS): MONDAY – FRIDAY, 0800-1600

LOCATION: CALIFORNIA PRISON INDUSTRY AUTHORITY, CTE – GENERAL FACILITIES MAINTENANCE AND REPAIR

PLEASE SEE BELOW FOR LOCATION OF POSITIONS

DESCRIPTION OF DUTIES: ***Prior to applying for any Building Maintenance Worker (Correctional Facility) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at <https://calpia.hodesiq.com/BulletinSearch.aspx>, click Complete Self-Assessment***

Under supervision of the Prison Industries Superintendent II (Maintenance and Repair), the incumbent will lead offenders and train them to perform a variety of semi-skilled manual tasks in the maintenance and repair of buildings and facilities within the Healthcare Facilities Maintenance program areas of correctional institutions; performs the non-complex maintenance and repair duties in an assigned office, building, or area, of correctional institution; may instruct, lead, or supervise offender workers in the repair and maintenance duties assigned; provides guidance, training, conducts evaluation, and counsels offender workers; inputs data for the Industry Employment Program; and initiates Form 13 to reorder parts, supplies, or equipment from catalogs or suppliers; using existing submitted work orders; supervises offender workers in the following duties: paint or repair roofs, windows, doors, floors, woodwork, plaster, drywall, or other parts of building structures; record type and cost of maintenance or repair work; maintain tool and key control per the Department and Institutional procedures; maintains accurate offender counts; controls the use and storage of all materials used to perform work; enforces the guidelines of the Health and Safety Program and ensures work meets guidelines; maintains accurate Inmate Work Incentive and time-keeping records; evaluates and documents offender performance.

Performs other duties as required such as special projects or safety related reports. Attends mandatory or job-related training, and works cooperatively with the host institution staff. Performs special required duties during emergencies.

REQUISITE SKILLS AND ABILITIES: Incumbents must have requisite skill and ability to supervise maintenance and repair operations and possess the knowledge of methods, materials, machinery, processes, tools, and equipment used in the maintenance and repair operation, and knowledge of safety practices and orders, materials handling techniques, principles of personnel management and supervision. Ability to set up, repair, maintain, adjust, and operate required equipment; make labor and material estimates; instruct and supervise staff in maintenance techniques and safety practices; maintain firm, impartial, and consistent discipline; understand rules, regulations, laws, and procedures; analyze situations accurately and take effective action; keep records and prepare reports.

Persons appointed to positions in this class must be reasonably able to maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property. Persons appointed to positions in this class are required to wear a personal alarm and must carry a whistle at all times while on the worksite.

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

HOW TO APPLY: Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

BUILDING MAINTENANCE WORKER (CORRECTIONAL FACILITY) – LIMITED TERM / FULL TIME
(Continued)

AVENAL STATE PRISON, 1 KINGS WAY, AVENAL, CA 93204

POSITION MAY RECEIVE A \$2,400 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS

POSITION #: 047-078-6216-001 - DATE POSTED: 11/2/17 (JC-87642) - FINAL FILING DATE: UNTIL FILLED

CALIFORNIA CORRECTIONAL INSTITUTION, 24900 HWY 202, TEHACHAPI, CA 93561

POSITION #: 052-078-6216-001 - DATE POSTED: 11/7/17 (JC-88018) - FINAL FILING DATE: UNTIL FILLED

CALIFORNIA MEN'S COLONY, HIGHWAY 1, SAN LUIS OBISPO, CA 93409

POSITION #: 058-078-6216-001 - DATE POSTED: 11/2/17 (JC-87615) - FINAL FILING DATE: UNTIL FILLED

CALIFORNIA STATE PRISON – CORCORAN, 4001 KING AVENUE, CORCORAN, CA 93212

POSITION #: 073-078-6216-001 - DATE POSTED: 12/4/17 (JC-90534) - FINAL FILING DATE: 12/18/2017

CALIFORNIA INSTITUTION FOR MEN, 14901 CENTRAL AVENUE, CHINO, CA 91710

POSITION #: 081-078-6216-001 - DATE POSTED: 12/5/17 (JC-91537) - FINAL FILING DATE: 12/19/2017

CALIFORNIA INSTITUTION FOR WOMEN, 16756 CHINO-CORONA ROAD, CORONA, CA 92880

POSITION #: 087-078-6216-001 - DATE POSTED: 12/4/17 (JC-91350) - FINAL FILING DATE: UNTIL FILLED

CALIFORNIA STATE PRISON - SAN QUENTIN, SAN QUENTIN, CA 94964

POSITION #: 096-078-6216-001 - DATE POSTED: 11/2/17 (JC-87711) - FINAL FILING DATE: UNTIL FILLED

CORRECTIONAL TRAINING FACILITY, HIGHWAY 101 NORTH, SOLEDAD, CA 93960

POSITION #: 104-078-6216-001 - DATE POSTED: 11/16/17 (JC-89116) - FINAL FILING DATE: UNTIL FILLED

CALIPATRIA STATE PRISON, 7018 BLAIR ROAD, CALIPATRIA, CA 92233

POSITION MAY RECEIVE A \$2,400 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS

POSITION #: 177-078-6216-001 - DATE POSTED: 11/9/17 (JC-88268) - FINAL FILING DATE: UNTIL FILLED

PELICAN BAY STATE PRISON, 5905 LAKE EARL DRIVE, CRESCENT CITY, CA 95532

POSITION MAY RECEIVE A \$2,400 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS

POSITION #: 393-078-6216-001 - DATE POSTED: 12/4/17 (JC-90520) - FINAL FILING DATE: 12/18/2017

CENTINELA STATE PRISON, 2302 BROWN ROAD, IMPERIAL, CA 92251

POSITION MAY RECEIVE A \$2,400 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS

POSITION #: 405-078-6216-001 - DATE POSTED: 12/5/17 (JC-90736) - FINAL FILING DATE: 12/19/17

PLEASANT VALLEY STATE PRISON, 24863 WEST JAYNE AVENUE, COALINGA, CA 93210

POSITION #: 439-078-6216-001 - DATE POSTED: 11/9/17 (JC-88273) - FINAL FILING DATE: UNTIL FILLED

CALIFORNIA SUBSTANCE ABUSE TREATMENT FACILITY, 900 QUEBEC AVENUE, CORCORAN, CA 93212

POSITION #: 589-078-6216-001 - DATE POSTED: 12/4/17 (JC-91001) - FINAL FILING DATE: 12/18/2017

VALLEY STATE PRISON, 21633 AVENUE 24, CHOWCHILLA, CA 93610

POSITION #: 921-078-6216-001 - DATE POSTED: 12/4/17 (JC-90645) - FINAL FILING DATE: 12/18/2017

HIGH DESERT STATE PRISON, 475-750 RICE CANYON ROAD, SUSANVILLE, CA 96130

POSITION MAY RECEIVE A \$2,400 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS

POSITION #: 933-078-6216-001 - DATE POSTED: 12/5/17 (JC-91149) - FINAL FILING DATE: 12/19/2017

CALIFORNIA HEALTH CARE FACILITY, 7707 S. AUSTIN ROAD, STOCKTON, CA 95215

POSITION #: 963-078-6216-001 - DATE POSTED: 12/5/17 (JC-91557) - FINAL FILING DATE: 12/19/2017

CALIFORNIA REHABILITATION CENTER, 5TH AND WESTERN, NORCO, CA 92860

POSITION #: 964-078-6216-001 - DATE POSTED: 12/4/17 (JC-90623) - FINAL FILING DATE: 12/18/2017

BUILDING MAINTENANCE WORKER (CORRECTIONAL FACILITY) – LIMITED TERM / FULL TIME
(Continued)

CALIFORNIA CORRECTIONAL CENTER, 711-045 CENTER ROAD, SUSANVILLE, CA 96127
POSITION MAY RECEIVE A \$2,400 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS
POSITION #: 965-078-6216-001 - DATE POSTED: 12/5/17 (JC-91546) - **FINAL FILING DATE: 12/19/2017**

CALIFORNIA MEDICAL FACILITY, 1600 CALIFORNIA DRIVE, VACAVILLE, CA 95687
POSITION #: 966-078-6216-001 - DATE POSTED: 11/9/17 (JC-88277) - **FINAL FILING DATE: UNTIL FILLED**

NORTH KERN STATE PRISON, 2737 WEST CECIL AVENUE, DELANO, CA 93216
POSITION #: 967-078-6216-001 - DATE POSTED: 12/5/17 (JC-91165) - **FINAL FILING DATE: 12/19/2017**

IRONWOOD STATE PRISON, 19005 WILEY'S WELL ROAD, BLYTHE, CA 92226
POSITION MAY RECEIVE A \$2,400 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS
POSITION #: 969-078-6216-001 - DATE POSTED: 12/5/17 (JC-91373) - **FINAL FILING DATE: 12/19/2017**

CUSTODIAN (CORRECTIONAL FACILITY)

JOB CONTROL #: VARIOUS

FINAL FILING DATE: UNTIL FILLED

POSITION #: XXX-760-2006-PFT

TENURE / TIME BASE: PERMANENT / FULL TIME

SALARY: \$2350 - \$2941 - POSITIONS MAY RECEIVE A \$190.00 PER MONTH INSTITUTIONAL WORKER SUPERVISION PAY (IWSP) DIFFERENTIAL

WORK SHIFT (DAYS AND HOURS): WORK DAYS AND HOURS MAY VARY

LOCATION: CALIFORNIA PRISON INDUSTRY AUTHORITY, HEALTHCARE FACILITIES MAINTENANCE (HFM)
PLEASE SEE BELOW FOR LOCATION OF POSITIONS

DESCRIPTION OF DUTIES: ***Prior to applying for any Custodian (CF) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at http://cphcs.hodesiq.com/bl_joblist.asp, click Complete Self-Assessment**

Under supervision, the Custodian (CF) performs the following duties while supervising inmates providing janitorial services: sweeps, scrubs, mops, and waxes floors; vacuums rugs and carpets; cleans, dusts, and polishes cabinets, furniture, and woodwork; empties and cleans waste receptacles; cleans stairways, escalators, elevators, hallways, rest rooms, offices, and lobbies; cleans ceilings, walls, window shades, light fixtures, interior glass partitions, and venetian blinds; assists in moving and arranging furniture and equipment as required; polishes metalwork; turns out lights and locks doors and windows; refills lavatory supply dispensers; replaces light globes and tubes; operates scrubbers, buffers, and other equipment and machinery as required.

REQUISITE SKILLS AND ABILITIES: Persons appointed to positions in this class must be reasonably able to maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property. Persons appointed to positions in this class are required to wear a personal alarm and must carry a whistle at all times while on the worksite.

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

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MULE CREEK STATE PRISON, 4001 HIGHWAY 104, IONE, CA 95640

POSITION #: 045-760-2006-PFT - DATE POSTED: 12/4/17 (JC-91365) - **FINAL FILING DATE: UNTIL FILLED**

AVENAL STATE PRISON, 1 KINGS WAY, AVENAL, CA 93204

POSITION MAY RECEIVE A \$2,600 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS

POSITION #: 047-760-2006-PFT - DATE POSTED: 11/21/17 (JC-90437) - **FINAL FILING DATE: UNTIL FILLED**

CUSTODIAN (CORRECTIONAL FACILITY) - PERMANENT / FULL TIME (Continued)

CALIFORNIA CORRECTIONAL INSTITUTION, 24900 HWY 202, TEHACHAPI, CA 93561

POSITION #: 052-760-2006-PFT - DATE POSTED: 11/30/2017 (JC-91018) - FINAL FILING DATE: UNTIL FILLED

CALIFORNIA MEN'S COLONY, HIGHWAY 1, SAN LUIS OBISPO, CA 93409

POSITION #: 058-760-2006-PFT - DATE POSTED: 11/21/17 (JC-89893) - FINAL FILING DATE: UNTIL FILLED

CALIFORNIA STATE PRISON – CORCORAN, 4001 KING AVENUE, CORCORAN, CA 93212

POSITION #: 073-760-2006-PFT - DATE POSTED: 12/4/17 (JC-91263) - FINAL FILING DATE: UNTIL FILLED

CALIFORNIA STATE PRISON – SACRAMENTO, 100 PRISON ROAD, REPRESA, CA 95671

POSITION #: 074-760-2006-PFT - DATE POSTED: 12/7/17 (JC-91529) - FINAL FILING DATE: UNTIL FILLED

CALIFORNIA STATE PRISON – SOLANO, 2100 PEABODY ROAD, VACAVILLE, CA 95696

POSITION #: 075-760-2006-PFT - DATE POSTED: 11/27/17 (JC-90490) - FINAL FILING DATE: UNTIL FILLED

CALIFORNIA INSTITUTION FOR MEN, 14901 CENTRAL AVENUE, CHINO, CA 91710

POSITION #: 081-760-2006-PFT - DATE POSTED: 12/7/17 (JC-91544) - FINAL FILING DATE: UNTIL FILLED

CALIFORNIA INSTITUTION FOR WOMEN, 16756 CHINO-CORONA ROAD, CORONA, CA 92880

POSITION #: 087-760-2006-PFT - DATE POSTED: 11/21/17 (JC-90092) - FINAL FILING DATE: UNTIL FILLED

CALIFORNIA STATE PRISON - SAN QUENTIN, SAN QUENTIN, CA 94964

POSITION #: 096-760-2006-PFT - DATE POSTED: 11/21/17 (JC-90121) - FINAL FILING DATE: UNTIL FILLED

CORRECTIONAL TRAINING FACILITY, HIGHWAY 101 NORTH, SOLEDAD, CA 93960

POSITION #: 104-760-2006-PFT - DATE POSTED: 11/28/17 (JC-90595) - FINAL FILING DATE: UNTIL FILLED

DEUEL VOCATIONAL INSTITUTION, 23500 KASSON ROAD, TRACY, CA 95378

POSITION #: 107-760-2006-PFT - DATE POSTED: 12/4/17 (JC-91272) - FINAL FILING DATE: UNTIL FILLED

CALIPATRIA STATE PRISON, 7018 BLAIR ROAD, CALIPATRIA, CA 92233

POSITION MAY RECEIVE A \$2,600 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS

POSITION #: 177-760-2006-PFT - DATE POSTED: 11/21/17 (JC-89832) - FINAL FILING DATE: UNTIL FILLED

WASCO STATE PRISON, 701 SCOFIELD AVENUE, WASCO, CA 93280

POSITION #: 179-760-2006-PFT - DATE POSTED: 12/4/17 (JC-91266) - FINAL FILING DATE: UNTIL FILLED

SIERRA CONSERVATION CENTER, 5100 O'BYRNES FERRY ROAD, JAMESTOWN, CA 95327

POSITION MAY RECEIVE A \$2,600 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS

POSITION #: 189-760-2006-PFT - DATE POSTED: 12/7/17 (JC-91602) - FINAL FILING DATE: UNTIL FILLED

FOLSOM STATE PRISON, 300 PRISON ROAD, REPRESA, CA 95671

POSITION #: 287-760-2006-PFT - DATE POSTED: 12/7/17 (JC-91615) - FINAL FILING DATE: UNTIL FILLED

CENTRAL CALIFORNIA WOMEN'S FACILITY, 23370 ROAD 22, CHOWCHILLA, CA 93610

POSITION #: 383-760-2006-PFT - DATE POSTED: 11/28/17 (JC-90518) - FINAL FILING DATE: UNTIL FILLED

RICHARD J. DONOVAN CORRECTIONAL FACILITY, 480 ALTA ROAD, SAN DIEGO, CA 92179

POSITION MAY RECEIVE A \$2,600 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS

POSITION #: 391-760-2006-PFT - DATE POSTED: 12/7/17 (JC-91778) - FINAL FILING DATE: UNTIL FILLED

CHUCKAWALLA VALLEY STATE PRISON, 19025 WILEY'S WELL ROAD, BLYTHE, CA 92225

POSITION MAY RECEIVE A \$2,600 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS

POSITION #: 392-760-2006-PFT - DATE POSTED: 11/28/17 (JC-90559) - FINAL FILING DATE: UNTIL FILLED

CUSTODIAN (CORRECTIONAL FACILITY) - PERMANENT / FULL TIME (Continued)

PELICAN BAY STATE PRISON, 5905 LAKE EARL DRIVE, CRESCENT CITY, CA 95532

POSITION MAY RECEIVE A \$2,600 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS

POSITION #: 393-760-2006-PFT - DATE POSTED: 12/7/17 (JC-91797) - **FINAL FILING DATE: UNTIL FILLED**

CALIFORNIA STATE PRISON LOS ANGELES, 44750 60TH STREET WEST, LANCASTER, CA 93536

POSITION #: 399-760-2006-PFT - DATE POSTED: 12/7/17 (JC-91812) - **FINAL FILING DATE: UNTIL FILLED**

CENTINELA STATE PRISON, 2302 BROWN ROAD, IMPERIAL, CA 92251

POSITION MAY RECEIVE A \$2,600 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS

POSITION #: 405-760-2006-PFT - DATE POSTED: 12/7/17 (JC-91625) - **FINAL FILING DATE: UNTIL FILLED**

PLEASANT VALLEY STATE PRISON, 24863 WEST JAYNE AVENUE, COALINGA, CA 93210

POSITION #: 439-760-2006-PFT - DATE POSTED: 11/21/17 (JC-90150) - **FINAL FILING DATE: UNTIL FILLED**

CALIFORNIA SUBSTANCE ABUSE TREATMENT FACILITY, 900 QUEBEC AVENUE, CORCORAN, CA 93212

POSITION #: 589-760-2006-PFT - DATE POSTED: 12/4/17 (JC-91329) - **FINAL FILING DATE: UNTIL FILLED**

KERN VALLEY STATE PRISON, 3000 WEST CECIL AVENUE, DELANO, CA 93216

POSITION #: 918-760-2006-PFT - DATE POSTED: 12/8/17 (JC-91819) - **FINAL FILING DATE: UNTIL FILLED**

VALLEY STATE PRISON, 21633 AVENUE 24, CHOWCHILLA, CA 93610

POSITION #: 921-760-2006-PFT - DATE POSTED: 12/8/17 (JC-91974) - **FINAL FILING DATE: UNTIL FILLED**

HIGH DESERT STATE PRISON, 475-750 RICE CANYON ROAD, SUSANVILLE, CA 96130

POSITION MAY RECEIVE A \$2,600 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS

POSITION #: 933-760-2006-PFT - DATE POSTED: 11/21/17 (JC-89939) - **FINAL FILING DATE: UNTIL FILLED**

CALIFORNIA REHABILITATION CENTER, 5TH AND WESTERN, NORCO, CA 92860

POSITION #: 964-760-2006-PFT - DATE POSTED: 11/28/17 (JC-90687) - **FINAL FILING DATE: UNTIL FILLED**

CALIFORNIA CORRECTIONAL CENTER, 711-045 CENTER ROAD, SUSANVILLE, CA 96127

POSITION MAY RECEIVE A \$2,600 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS

POSITION #: 965-760-2006-PFT - DATE POSTED: 11/21/17 (JC-90186) - **FINAL FILING DATE: UNTIL FILLED**

CALIFORNIA MEDICAL FACILITY, 1600 CALIFORNIA DRIVE, VACAVILLE, CA 95687

POSITION #: 966-760-2006-PFT - DATE POSTED: 11/21/17 (JC-89978) - **FINAL FILING DATE: UNTIL FILLED**

NORTH KERN STATE PRISON, 2737 WEST CECIL AVENUE, DELANO, CA 93216

POSITION #: 967-760-2006-PFT - DATE POSTED: 12/8/17 (JC-91981) - **FINAL FILING DATE: UNTIL FILLED**

SALINAS VALLEY STATE PRISON, 31625 HIGHWAY 101, SOLEDAD, CA 93960

POSITION #: 968-760-2006-PFT - DATE POSTED: 12/8/17 (JC-91996) - **FINAL FILING DATE: UNTIL FILLED**

IRONWOOD STATE PRISON, 19005 WILEY'S WELL ROAD, BLYTHE, CA 92226

POSITION MAY RECEIVE A \$2,600 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS

POSITION #: 969-760-2006-PFT - DATE POSTED: 12/4/17 (JC-91269) - **FINAL FILING DATE: UNTIL FILLED**

CALIFORNIA CITY CORRECTIONAL FACILITY, 22844 VIRGINIA BLVD., CALIFORNIA CITY, CA 93505

POSITION #: 970-760-2006-PFT - DATE POSTED: 10/8/17 (JC-92002) - **FINAL FILING DATE: UNTIL FILLED**

CUSTODIAN (CORRECTIONAL FACILITY)

JOB CONTROL #: VARIOUS

FINAL FILING DATE: UNTIL FILLED

POSITION #: XXX-760-2006-PIN

TENURE / TIME BASE: PERMANENT / INTERMITTENT (1500 HOURS)

SALARY: \$2350 - \$2941 - POSITIONS MAY RECEIVE A \$190.00 PER MONTH INSTITUTIONAL WORKER SUPERVISION PAY (IWSP) DIFFERENTIAL

WORK SHIFT (DAYS AND HOURS): WORK DAYS AND HOURS MAY VARY

LOCATION: CALIFORNIA PRISON INDUSTRY AUTHORITY, HEALTHCARE FACILITIES MAINTENANCE (HFM)
PLEASE SEE BELOW FOR LOCATION OF POSITIONS

DESCRIPTION OF DUTIES: ***Prior to applying for any Custodian (CF) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at http://cphcs.hodesiq.com/bl_joblist.asp, click Complete Self-Assessment**

Under supervision, the Custodian (CF) performs the following duties while supervising inmates providing janitorial services: sweeps, scrubs, mops, and waxes floors; vacuums rugs and carpets; cleans, dusts, and polishes cabinets, furniture, and woodwork; empties and cleans waste receptacles; cleans stairways, escalators, elevators, hallways, rest rooms, offices, and lobbies; cleans ceilings, walls, window shades, light fixtures, interior glass partitions, and venetian blinds; assists in moving and arranging furniture and equipment as required; polishes metalwork; turns out lights and locks doors and windows; refills lavatory supply dispensers; replaces light globes and tubes; operates scrubbers, buffers, and other equipment and machinery as required.

REQUISITE SKILLS AND ABILITIES: Persons appointed to positions in this class must be reasonably able to maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property. Persons appointed to positions in this class are required to wear a personal alarm and must carry a whistle at all times while on the worksite.

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

HOW TO APPLY: Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

MULE CREEK STATE PRISON, 4001 HIGHWAY 104, IONE, CA 95640

POSITION #: 045-760-2006-PIN - DATE POSTED: 12/4/17 (JC-91367) - FINAL FILING DATE: UNTIL FILLED

AVENAL STATE PRISON, 1 KINGS WAY, AVENAL, CA 93204

POSITION MAY RECEIVE A \$2,600 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS

POSITION #: 047-760-2006-PIN - DATE POSTED: 11/27/17 (JC-90472) - FINAL FILING DATE: UNTIL FILLED

CUSTODIAN (CORRECTIONAL FACILITY) – PERMANENT / INTERMITTENT (Continued)

CALIFORNIA CORRECTIONAL INSTITUTION, 24900 HWY 202, TEHACHAPI, CA 93561

POSITION #: 052-760-2006-PIN - DATE POSTED: 11/30/17 (JC-91073) - FINAL FILING DATE: UNTIL FILLED

CALIFORNIA MEN'S COLONY, HIGHWAY 1, SAN LUIS OBISPO, CA 93409

POSITION #: 058-760-2006-PIN - DATE POSTED: 11/21/17 (JC-89908) - FINAL FILING DATE: UNTIL FILLED

CALIFORNIA STATE PRISON – CORCORAN, 4001 KING AVENUE, CORCORAN, CA 93212

POSITION #: 073-760-2006-PIN - DATE POSTED: 12/4/17 (JC-91264) - FINAL FILING DATE: UNTIL FILLED

CALIFORNIA STATE PRISON – SACRAMENTO, 100 PRISON ROAD, REPRESA, CA 95671

POSITION #: 074-760-2006-PIN - DATE POSTED: 12/7/17 (JC-91536) - FINAL FILING DATE: UNTIL FILLED

CALIFORNIA STATE PRISON - SOLANO, 2100 PEABODY ROAD, VACAVILLE, CA 95696

POSITION #: 075-760-2006-PIN - DATE POSTED: 11/27/17 (JC-90493) - FINAL FILING DATE: UNTIL FILLED

CALIFORNIA INSTITUTION FOR MEN, 14901 CENTRAL AVENUE, CHINO, CA 91710

POSITION #: 081-760-2006-PIN - DATE POSTED: 12/7/17 (JC-91587) - FINAL FILING DATE: UNTIL FILLED

CALIFORNIA INSTITUTION FOR WOMEN, 16756 CHINO CORONA ROAD, CORONA, CA 92880

POSITION #: 087-760-2006-PIN - DATE POSTED: 11/21/17 (JC-90098) - FINAL FILING DATE: UNTIL FILLED

CALIFORNIA STATE PRISON - SAN QUENTIN, SAN QUENTIN, CA 94964

POSITION #: 096-760-2006-PIN - DATE POSTED: 11/21/17 (JC-90133) - FINAL FILING DATE: UNTIL FILLED

CORRECTIONAL TRAINING FACILITY, HIGHWAY 101 NORTH, SOLEDAD, CA 93960

POSITION #: 104-760-2006-PIN - DATE POSTED: 11/28/17 (JC-90661) - FINAL FILING DATE: UNTIL FILLED

DEUEL VOCATIONAL INSTITUTION, 23500 KASSON ROAD, TRACY, CA 95378

POSITION #: 107-760-2006-PIN - DATE POSTED: 12/4/17 (JC-91273) - FINAL FILING DATE: UNTIL FILLED

CALIPATRIA STATE PRISON, 7018 BLAIR ROAD, CALIPATRIA, CA 92233

POSITION MAY RECEIVE A \$2,600 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS

POSITION #: 177-760-2006-PIN - DATE POSTED: 11/21/17 (JC-89847) - FINAL FILING DATE: UNTIL FILLED

WASCO STATE PRISON, 701 SCOFIELD AVENUE, WASCO, CA 93280

POSITION #: 179-760-2006-PIN - DATE POSTED: 12/4/17 (JC-91267) - FINAL FILING DATE: UNTIL FILLED

SIERRA CONSERVATION CENTER, 5100 O'BYRNES FERRY ROAD, JAMESTOWN, CA 95327

POSITION MAY RECEIVE A \$2,600 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS

POSITION #: 189-760-2006-PIN - DATE POSTED: 12/7/17 (JC-91606) - FINAL FILING DATE: UNTIL FILLED

FOLSOM STATE PRISON, 300 PRISON ROAD, REPRESA, CA 95671

POSITION #: 287-760-2006-PIN - DATE POSTED: 12/7/17 (JC-91617) - FINAL FILING DATE: UNTIL FILLED

CENTRAL CALIFORNIA WOMEN'S FACILITY, 23370 ROAD 22, CHOWCHILLA, CA 93610

POSITION #: 383-760-2006-PIN - DATE POSTED: 11/28/17 (JC-90533) - FINAL FILING DATE: UNTIL FILLED

RICHARD J. DONOVAN CORRECTIONAL FACILITY, 480 ALTA ROAD, SAN DIEGO, CA 92179

POSITION MAY RECEIVE A \$2,600 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS

POSITION #: 391-760-2006-PIN - DATE POSTED: 12/7/17 (JC-91783) - FINAL FILING DATE: UNTIL FILLED

CHUCKAWALLA VALLEY STATE PRISON, 19025 WILEY'S WELL ROAD, BLYTHE, CA 92225

POSITION MAY RECEIVE A \$2,600 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS

POSITION #: 392-760-2006-PIN - DATE POSTED: 11/28/17 (JC-90575) - FINAL FILING DATE: UNTIL FILLED

CUSTODIAN (CORRECTIONAL FACILITY) – PERMANENT / INTERMITTENT (Continued)

PELICAN BAY STATE PRISON, 5905 LAKE EARL DRIVE, CRESCENT CITY, CA 95532

POSITION MAY RECEIVE A \$2,600 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS

POSITION #: 393-760-2006-PIN - DATE POSTED: 12/7/17 (JC-91804) - **FINAL FILING DATE: UNTIL FILLED**

CALIFORNIA STATE PRISON LOS ANGELES, 44750 60TH STREET WEST, LANCASTER, CA 93536

POSITION #: 399-760-2006-PIN - DATE POSTED: 12/7/17 (JC-91815) - **FINAL FILING DATE: UNTIL FILLED**

CENTINELA STATE PRISON, 2302 BROWN ROAD, IMPERIAL, CA 92251

POSITION MAY RECEIVE A \$2,600 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS

POSITION #: 405-760-2006-PIN - DATE POSTED: 12/7/17 (JC-91626) - **FINAL FILING DATE: UNTIL FILLED**

PLEASANT VALLEY STATE PRISON, 24863 WEST JAYNE AVENUE, COALINGA, CA 93210

POSITION #: 439-760-2006-PIN - DATE POSTED: 11/21/17 (JC-90161) - **FINAL FILING DATE: UNTIL FILLED**

CALIFORNIA SUBSTANCE ABUSE TREATMENT FACILITY, 900 QUEBEC AVENUE, CORCORAN, CA 93212

POSITION #: 589-760-2006-PIN - DATE POSTED: 12/4/17 (JC-91343) - **FINAL FILING DATE: UNTIL FILLED**

KERN VALLEY STATE PRISON, 3000 WEST CECIL AVENUE, DELANO, CA 93216

POSITION #: 918-760-2006-PIN - DATE POSTED: 12/8/17 (JC-91830) - **FINAL FILING DATE: UNTIL FILLED**

VALLEY STATE PRISON, 21633 AVENUE 24, CHOWCHILLA, CA 93610

POSITION #: 921-760-2006-PIN - DATE POSTED: 12/8/17 (JC-91977) - **FINAL FILING DATE: UNTIL FILLED**

HIGH DESERT STATE PRISON, 475-750 RICE CANYON ROAD, SUSANVILLE, CA 96130

POSITION MAY RECEIVE A \$2,600 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS

POSITION #: 933-760-2006-PIN - DATE POSTED: 11/21/17 (JC-89941) - **FINAL FILING DATE: UNTIL FILLED**

CALIFORNIA REHABILITATION CENTER, 5TH AND WESTERN, NORCO, CA 92860

POSITION #: 964-760-2006-PIN - DATE POSTED: 11/28/17 (JC-90698) - **FINAL FILING DATE: UNTIL FILLED**

CALIFORNIA CORRECTIONAL CENTER, 711-045 CENTER ROAD, SUSANVILLE, CA 96127

POSITION MAY RECEIVE A \$2,600 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS

POSITION #: 965-760-2006-PIN - DATE POSTED: 11/21/17 (JC-90192) - **FINAL FILING DATE: UNTIL FILLED**

CALIFORNIA MEDICAL FACILITY, 1600 CALIFORNIA DRIVE, VACAVILLE, CA 95687

POSITION #: 966-760-2006-PIN - DATE POSTED: 11/21/17 (JC-90040) - **FINAL FILING DATE: UNTIL FILLED**

NORTH KERN STATE PRISON, 2737 WEST CECIL AVENUE, DELANO, CA 93216

POSITION #: 967-760-2006-PIN - DATE POSTED: 12/8/17 (JC-91987) - **FINAL FILING DATE: UNTIL FILLED**

SALINAS VALLEY STATE PRISON, 31625 HIGHWAY 101, SOLEDAD, CA 93960

POSITION #: 968-760-2006-PIN - DATE POSTED: 12/8/17 (JC-91999) - **FINAL FILING DATE: UNTIL FILLED**

IRONWOOD STATE PRISON, 19005 WILEY'S WELL ROAD, BLYTHE, CA 92226

POSITION MAY RECEIVE A \$2,600 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS

POSITION #: 969-760-2006-PIN - DATE POSTED: 12/4/17 (JC-91270) - **FINAL FILING DATE: UNTIL FILLED**

CALIFORNIA CITY CORRECTIONAL FACILITY, 22844 VIRGINIA BLVD., CALIFORNIA CITY, CA 93505

POSITION #: 970-760-2006-PIN - DATE POSTED: 12/8/17 (JC-92003) - **FINAL FILING DATE: UNTIL FILLED**

CUSTODIAN (CORRECTIONAL FACILITY)

JOB CONTROL #: VARIOUS

FINAL FILING DATE: UNTIL FILLED

POSITION #: XXX-760-2006-LFT

TENURE / TIME BASE: LIMITED TERM (12 MONTHS) / FULL TIME - POSITIONS MAY BE EXTENDED UP TO 24 MONTHS AND MAY BECOME PERMANENT AT A LATER DATE

SALARY: \$2350 - \$2941 - POSITIONS MAY RECEIVE A \$190.00 PER MONTH INSTITUTIONAL WORKER SUPERVISION PAY (IWSP) DIFFERENTIAL

WORK SHIFT (DAYS AND HOURS): WORK DAYS AND HOURS MAY VARY

LOCATION: CALIFORNIA PRISON INDUSTRY AUTHORITY, HEALTHCARE FACILITIES MAINTENANCE (HFM)
PLEASE SEE BELOW FOR LOCATION OF POSITIONS

DESCRIPTION OF DUTIES: ***Prior to applying for any Custodian (CF) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at http://cphcs.hodesiq.com/bl_joblist.asp, click Complete Self-Assessment**

Under supervision, the Custodian (CF) performs the following duties while supervising inmates providing janitorial services: sweeps, scrubs, mops, and waxes floors; vacuums rugs and carpets; cleans, dusts, and polishes cabinets, furniture, and woodwork; empties and cleans waste receptacles; cleans stairways, escalators, elevators, hallways, rest rooms, offices, and lobbies; cleans ceilings, walls, window shades, light fixtures, interior glass partitions, and venetian blinds; assists in moving and arranging furniture and equipment as required; polishes metalwork; turns out lights and locks doors and windows; refills lavatory supply dispensers; replaces light globes and tubes; operates scrubbers, buffers, and other equipment and machinery as required.

REQUISITE SKILLS AND ABILITIES: Persons appointed to positions in this class must be reasonably able to maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property. Persons appointed to positions in this class are required to wear a personal alarm and must carry a whistle at all times while on the worksite.

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

HOW TO APPLY: Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

MULE CREEK STATE PRISON, 4001 HIGHWAY 104, IONE, CA 95640

POSITION #: 045-760-2006-LFT - DATE POSTED: 12/4/17 (JC-91415) - FINAL FILING DATE: UNTIL FILLED

AVENAL STATE PRISON, 1 KINGS WAY, AVENAL, CA 93204

POSITION MAY RECEIVE A \$2,600 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS

POSITION #: 047-760-2006-LFT - DATE POSTED: 11/27/17 (JC-90476) - FINAL FILING DATE: UNTIL FILLED

CUSTODIAN (CORRECTIONAL FACILITY) – LIMITED TERM / FULL TIME (Continued)

CALIFORNIA CORRECTIONAL INSTITUTION, 24900 HWY 202, TEHACHAPI, CA 93561

POSITION #: 052-760-2006-LFT - DATE POSTED: 12/1/17 (JC-91123) - FINAL FILING DATE: UNTIL FILLED

CALIFORNIA MEN'S COLONY, HIGHWAY 1, SAN LUIS OBISPO, CA 93409

POSITION #: 058-760-2006-LFT - DATE POSTED: 11/21/17 (JC-89916) - FINAL FILING DATE: UNTIL FILLED

CALIFORNIA STATE PRISON – CORCORAN, 4001 KING AVENUE, CORCORAN, CA 93212

POSITION #: 073-760-2006-LFT - DATE POSTED: 12/4/17 (JC-91265) - FINAL FILING DATE: UNTIL FILLED

CALIFORNIA STATE PRISON – SACRAMENTO, 100 PRISON ROAD, REPRESA, CA 95671

POSITION #: 074-760-2006-LFT - DATE POSTED: 12/7/17 (JC-91540) - FINAL FILING DATE: UNTIL FILLED

CALIFORNIA STATE PRISON – SOLANO, 2100 PEABODY ROAD, VACAVILLE, CA 95696

POSITION #: 075-760-2006-LFT - DATE POSTED: 11/27/17 (JC-90495) - FINAL FILING DATE: UNTIL FILLED

CALIFORNIA INSTITUTION FOR MEN, 14901 CENTRAL AVENUE, CHINO, CA 91710

POSITION #: 081-760-2006-LFT - DATE POSTED: 12/7/17 (JC-91597) - FINAL FILING DATE: UNTIL FILLED

CALIFORNIA INSTITUTION FOR WOMEN, 16756 CHINO CORONA ROAD, CORONA, CA 92880

POSITION #: 087-760-2006-LFT - DATE POSTED: 11/21/17 (JC-90107) - FINAL FILING DATE: UNTIL FILLED

CALIFORNIA STATE PRISON - SAN QUENTIN, SAN QUENTIN, CA 94964

POSITION #: 096-760-2006-LFT - DATE POSTED: 11/21/17 (JC-90139) - FINAL FILING DATE: UNTIL FILLED

CORRECTIONAL TRAINING FACILITY, HIGHWAY 101 NORTH, SOLEDAD, CA 93960

POSITION #: 104-760-2006-LFT - DATE POSTED: 11/28/17 (JC-90675) - FINAL FILING DATE: UNTIL FILLED

DEUEL VOCATIONAL INSTITUTION, 23500 KASSON ROAD, TRACY, CA 95378

POSITION #: 107-760-2006-LFT - DATE POSTED: 12/4/17 (JC-91274) - FINAL FILING DATE: UNTIL FILLED

CALIPATRIA STATE PRISON, 7018 BLAIR ROAD, CALIPATRIA, CA 92233

POSITION MAY RECEIVE A \$2,600 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS

POSITION #: 177-760-2006-LFT - DATE POSTED: 11/21/17 (JC-89881) - FINAL FILING DATE: UNTIL FILLED

WASCO STATE PRISON, 701 SCOFIELD AVENUE, WASCO, CA 93280

POSITION #: 179-760-2006-LFT - DATE POSTED: 12/4/17 (JC-91268) - FINAL FILING DATE: UNTIL FILLED

SIERRA CONSERVATION CENTER, 5100 O'BYRNES FERRY ROAD, JAMESTOWN, CA 95327

POSITION MAY RECEIVE A \$2,600 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS

POSITION #: 189-760-2006-LFT - DATE POSTED: 12/7/17 (JC-91610) - FINAL FILING DATE: UNTIL FILLED

FOLSOM STATE PRISON, 300 PRISON ROAD, REPRESA, CA 95671

POSITION #: 287-760-2006-LFT - DATE POSTED: 12/7/17 (JC-91619) - FINAL FILING DATE: UNTIL FILLED

CENTRAL CALIFORNIA WOMEN'S FACILITY, 23370 ROAD 22, CHOWCHILLA, CA 93610

POSITION #: 383-760-2006-LFT - DATE POSTED: 11/28/17 (JC-90547) - FINAL FILING DATE: UNTIL FILLED

RICHARD J. DONOVAN CORRECTIONAL FACILITY, 480 ALTA ROAD, SAN DIEGO, CA 92179

POSITION MAY RECEIVE A \$2,600 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS

POSITION #: 391-760-2006-LFT - DATE POSTED: 12/7/17 (JC-91785) - FINAL FILING DATE: UNTIL FILLED

CHUCKAWALLA VALLEY STATE PRISON, 19025 WILEY'S WELL ROAD, BLYTHE, CA 92225

POSITION MAY RECEIVE A \$2,600 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS

POSITION #: 392-760-2006-LFT - DATE POSTED: 11/28/17 (JC-90579) - FINAL FILING DATE: UNTIL FILLED

CUSTODIAN (CORRECTIONAL FACILITY) – LIMITED TERM / FULL TIME (Continued)

PELICAN BAY STATE PRISON, 5905 LAKE EARL DRIVE, CRESCENT CITY, CA 95532

POSITION MAY RECEIVE A \$2,600 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS

POSITION #: 393-760-2006-LFT - DATE POSTED: 12/7/17 (JC-91807) - **FINAL FILING DATE: UNTIL FILLED**

CALIFORNIA STATE PRISON LOS ANGELES, 44750 60TH STREET WEST, LANCASTER, CA 93536

POSITION #: 399-760-2006-LFT - DATE POSTED: 12/7/17 (JC-91816) - **FINAL FILING DATE: UNTIL FILLED**

CENTINELA STATE PRISON, 2302 BROWN ROAD, IMPERIAL, CA 92251

POSITION MAY RECEIVE A \$2,600 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS

POSITION #: 405-760-2006-LFT - DATE POSTED: 12/7/17 (JC-91639) - **FINAL FILING DATE: UNTIL FILLED**

PLEASANT VALLEY STATE PRISON, 24863 WEST JAYNE AVENUE, COALINGA, CA 93210

POSITION #: 439-760-2006-LFT - DATE POSTED: 11/21/17 (JC-90173) - **FINAL FILING DATE: UNTIL FILLED**

CALIFORNIA SUBSTANCE ABUSE TREATMENT FACILITY, 900 QUEBEC AVENUE, CORCORAN, CA 93212

POSITION #: 589-760-2006-LFT - DATE POSTED: 8/4/17 (JC-91353) - **FINAL FILING DATE: UNTIL FILLED**

KERN VALLEY STATE PRISON, 3000 WEST CECIL AVENUE, DELANO, CA 93216

POSITION #: 918-760-2006-LFT - DATE POSTED: 12/8/17 (JC-91839) - **FINAL FILING DATE: UNTIL FILLED**

VALLEY STATE PRISON, 21633 AVENUE 24, CHOWCHILLA, CA 93610

POSITION #: 921-760-2006-LFT - DATE POSTED: 12/8/17 (JC-91979) - **FINAL FILING DATE: UNTIL FILLED**

HIGH DESERT STATE PRISON, 475-750 RICE CANYON ROAD, SUSANVILLE, CA 96130

POSITION MAY RECEIVE A \$2,600 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS

POSITION #: 933-760-2006-LFT - DATE POSTED: 11/21/17 (JC-89943) - **FINAL FILING DATE: UNTIL FILLED**

CALIFORNIA REHABILITATION CENTER, 5TH AND WESTERN, NORCO, CA 92860

POSITION #: 964-760-2006-LFT - DATE POSTED: 11/28/17 (JC-90706) - **FINAL FILING DATE: UNTIL FILLED**

CALIFORNIA CORRECTIONAL CENTER, 711-045 CENTER ROAD, SUSANVILLE, CA 96127

POSITION MAY RECEIVE A \$2,600 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS

POSITION #: 965-760-2006-LFT - DATE POSTED: 11/21/17 (JC-90194) - **FINAL FILING DATE: UNTIL FILLED**

CALIFORNIA MEDICAL FACILITY, 1600 CALIFORNIA DRIVE, VACAVILLE, CA 95687

POSITION #: 966-760-2006-LFT - DATE POSTED: 11/21/17 (JC-90055) - **FINAL FILING DATE: UNTIL FILLED**

NORTH KERN STATE PRISON, 2737 WEST CECIL AVENUE, DELANO, CA 93216

POSITION #: 967-760-2006-LFT - DATE POSTED: 12/8/17 (JC-91990) - **FINAL FILING DATE: UNTIL FILLED**

SALINAS VALLEY STATE PRISON, 31625 HIGHWAY 101, SOLEDAD, CA 93960

POSITION #: 968-760-2006-LFT - DATE POSTED: 12/8/17 (JC-92001) - **FINAL FILING DATE: UNTIL FILLED**

IRONWOOD STATE PRISON, 19005 WILEY'S WELL ROAD, BLYTHE, CA 92226

POSITION MAY RECEIVE A \$2,600 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS

POSITION #: 969-760-2006-LFT - DATE POSTED: 12/4/17 (JC-91271) - **FINAL FILING DATE: UNTIL FILLED**

CALIFORNIA CITY CORRECTIONAL FACILITY, 22844 VIRGINIA BLVD., CALIFORNIA CITY, CA 93505

POSITION #: 970-760-2006-LFT - DATE POSTED: 12/8/17 (JC-92005) - **FINAL FILING DATE: UNTIL FILLED**

CUSTODIAN SUPERVISOR II (CORRECTIONAL FACILITY)

JOB CONTROL #: VARIOUS

FINAL FILING DATE: VARIOUS

POSITION #: XXX-760-2004-XXX

TENURE / TIME BASE: PERMANENT / FULL TIME

SALARY: \$2808 - \$3519 - POSITIONS MAY RECEIVE A \$210.00 PER MONTH INSTITUTIONAL WORKER SUPERVISION PAY (IWSP) DIFFERENTIAL

WORK SHIFT (DAYS AND HOURS): WORK DAYS MAY VARY, WORK HOURS MAY VARY

LOCATION: CALIFORNIA PRISON INDUSTRY AUTHORITY, HEALTHCARE FACILITIES MAINTENANCE (HFM)
PLEASE SEE BELOW FOR LOCATION OF POSITIONS

DESCRIPTION OF DUTIES: ***Prior to applying for any Custodian Supervisor II (CF) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at http://cphcs.hodesiq.com/bl_joblist.asp, click Complete Self-Assessment***

Under direction, the Custodian Supervisor II (CF) performs janitorial duties involved with keeping an assigned office, building, or area clean and orderly; may instruct, lead, or supervise offender workers in the janitorial duties assigned; assists with the planning of daily operations, scheduling labor, provides training, conducts evaluations, and counsels offender workers; evaluates components of the key components of the Industry Employability Program; supervises the conduct of inmate workers in the janitorial program; maintains tool and key control per the department and institutional procedures; maintains accurate offender counts; controls the use and storage of hazardous materials; enforces the guidelines of the Health and Safety Program and ensures work meets guidelines to include State Health Department in Title 8, 15, and 22. Bio-hazard, hazardous waste.

REQUISITE SKILLS AND ABILITIES: Ability to analyze situations accurately and take action. Knowledge of Title 8, 15, and 22 requirements in reference to janitorial service. Knowledge of CDCR/CALPIA Laws, rules, procedures, and regulations. In accordance with the classification, all incumbents must have the requisite skill and ability to supervise offenders in a janitorial operation. Possess the knowledge of methods, materials, tools, and equipment used in janitorial operation. Ability to develop project plans, keeps records, and works under budgetary constraints for successful job performance.

Persons appointed to positions in this class must be reasonably able to maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property. Persons appointed to positions in this class are required to wear a personal alarm and must carry a whistle at all times while on the worksite.

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

HOW TO APPLY: Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

CALIFORNIA INSTITUTION FOR MEN, 14901 CENTRAL AVENUE, CHINO, CA 91710

POSITION #: 081-760-2004-001 - DATE POSTED: 12/8/17 (JC-92070) - FINAL FILING DATE: UNTIL FILLED

CUSTODIAN SUPERVISOR II (CORRECTIONAL FACILITY) – PERMANENT / FULL TIME (Continued)

RICHARD J. DONOVAN CORRECTIONAL FACILITY, 480 ALTA ROAD, SAN DIEGO, CA 92179

POSITION MAY RECEIVE A \$2,600 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS

POSITION #: 391-760-2004-001 - DATE POSTED: 12/14/17 (JC-92329) - **FINAL FILING DATE: UNTIL FILLED**

HIGH DESERT STATE PRISON, 475-750 RICE CANYON ROAD, SUSANVILLE, CA 96130

POSITION MAY RECEIVE A \$2,600 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS

POSITION #: 933-760-2004-001 - DATE POSTED: 11/3/17 (JC-87731) - **FINAL FILING DATE: UNTIL FILLED**

CALIFORNIA MEDICAL FACILITY, 1600 CALIFORNIA DRIVE, VACAVILLE, CA 95687

POSITION #: 966-760-2004-001 - DATE POSTED: 11/8/17 (JC-88452) - **FINAL FILING DATE: UNTIL FILLED**

CUSTODIAN SUPERVISOR II (CORRECTIONAL FACILITY)

JOB CONTROL #: VARIOUS

FINAL FILING DATE: VARIOUS

POSITION #: XXX-760-2004-XXX

TENURE / TIME BASE: LIMITED TERM (12 MONTHS) / FULL TIME - POSITIONS MAY BE EXTENDED UP TO 24 MONTHS AND MAY BECOME PERMANENT AT A LATER DATE

SALARY: \$2808 - \$3519 - POSITIONS MAY RECEIVE A \$210.00 PER MONTH INSTITUTIONAL WORKER SUPERVISION PAY (IWSP) DIFFERENTIAL

WORK SHIFT (DAYS AND HOURS): WORK DAYS MAY VARY, WORK HOURS MAY VARY

LOCATION: CALIFORNIA PRISON INDUSTRY AUTHORITY, HEALTHCARE FACILITIES MAINTENANCE (HFM)
PLEASE SEE BELOW FOR LOCATION OF POSITIONS

DESCRIPTION OF DUTIES: ***Prior to applying for any Custodian Supervisor II (CF) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at http://cphcs.hodesiq.com/bl_joblist.asp, click Complete Self-Assessment***

Under direction, the Custodian Supervisor II (CF) performs janitorial duties involved with keeping an assigned office, building, or area clean and orderly; may instruct, lead, or supervise offender workers in the janitorial duties assigned; assists with the planning of daily operations, scheduling labor, provides training, conducts evaluations, and counsels offender workers; evaluates components of the key components of the Industry Employability Program; supervises the conduct of inmate workers in the janitorial program; maintains tool and key control per the department and institutional procedures; maintains accurate offender counts; controls the use and storage of hazardous materials; enforces the guidelines of the Health and Safety Program and ensures work meets guidelines to include State Health Department in Title 8, 15, and 22. Bio-hazard, hazardous waste.

REQUISITE SKILLS AND ABILITIES: Ability to analyze situations accurately and take action. Knowledge of Title 8, 15, and 22 requirements in reference to janitorial service. Knowledge of CDCR/CALPIA Laws, rules, procedures, and regulations. In accordance with the classification, all incumbents must have the requisite skill and ability to supervise offenders in a janitorial operation. Possess the knowledge of methods, materials, tools, and equipment used in janitorial operation. Ability to develop project plans, keeps records, and works under budgetary constraints for successful job performance.

Persons appointed to positions in this class must be reasonably able to maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property. Persons appointed to positions in this class are required to wear a personal alarm and must carry a whistle at all times while on the worksite.

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

HOW TO APPLY: Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

CALIFORNIA INSTITUTION FOR WOMEN, 16756 CHINO CORONA ROAD, CORONA, CA 92880

POSITION #: 087-760-2004-002 - DATE POSTED: 10/11/17 (JC-84994) - FINAL FILING DATE: UNTIL FILLED

CUSTODIAN SUPERVISOR II (CORRECTIONAL FACILITY) – LIMITED TERM / FULL TIME (Continued)

CALIPATRIA STATE PRISON, 7018 BLAIR ROAD, CALIPATRIA, CA 92233

POSITION MAY RECEIVE A \$2,600 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS

POSITION #: 177-760-2004-001 - DATE POSTED: 11/6/17 (JC-87807) - **FINAL FILING DATE: UNTIL FILLED**

WASCO STATE PRISON, 701 SCOFIELD AVENUE, WASCO, CA 93280

POSITION #: 179-760-2004-001 - DATE POSTED: 11/20/17 (JC-89645) - **FINAL FILING DATE: UNTIL FILLED**

FOLSOM STATE PRISON, 300 PRISON ROAD, REPRESA, CA 95671

POSITION #: 287-760-2004-002 - DATE POSTED: 10/5/17 (JC-84172) - **FINAL FILING DATE: UNTIL FILLED**

CALIFORNIA STATE PRISON LOS ANGELES, 44750 60TH STREET WEST, LANCASTER, CA 93536

POSITION #: 399-760-2004-001 - DATE POSTED: 11/6/17 (JC-87817) - **FINAL FILING DATE: UNTIL FILLED**

CALIFORNIA CORRECTIONAL CENTER, 711-045 CENTER ROAD, SUSANVILLE, CA 96127

POSITION MAY RECEIVE A \$2,600 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS

POSITION #: 965-760-2004-001 - DATE POSTED: 11/21/17 (JC-90195) - **FINAL FILING DATE: UNTIL FILLED**

CUSTODIAN SUPERVISOR II (CORRECTIONAL FACILITY)

JOB CONTROL #: JC-90228

FINAL FILING DATE: UNTIL FILLED

POSITION #: 063-760-2004-200

TENURE / TIME BASE: LIMITED TERM (12 MONTHS) / FULL TIME - POSITION MAY BE EXTENDED UP TO 24 MONTHS AND MAY BECOME PERMANENT AT A LATER DATE

SALARY: \$2808 - \$3519 - POSITION MAY RECEIVE A \$210.00 PER MONTH INSTITUTIONAL WORKER SUPERVISION PAY (IWS) DIFFERENTIAL

WORK SHIFT (DAYS AND HOURS): WORK DAYS MAY VARY, WORK HOURS MAY VARY

LOCATION: CALIFORNIA PRISON INDUSTRY AUTHORITY, **CENTRAL OFFICE**, HEALTHCARE FACILITIES MAINTENANCE, 560 EAST NATOMA STREET, FOLSOM, CA 95630

DESCRIPTION OF DUTIES: ***Prior to applying for any Custodian Supervisor II (CF) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at http://cphcs.hodesiq.com/bl_joblist.asp, click Complete Self-Assessment***

Under the direction of the Prison Industries Superintendent II, (Maintenance & Repair), the incumbent facilitates training and quality assurance for field Facilities Maintenance for the California Prison Industry Authority. Assists institutions in elevating HFM program to meet policies and procedures. Plans and helps in the organizing of trips for the audit/training team that will travel and review the overall operational performance of HFM. Extensive travel to multiple institutions within California. Assists in training needs for field operations that may include working various shifts to cover vacancies. Assists in identifying Corrective Action Plans to meet HFM sanitation standards and complete assignments on the plans. Maintains records and prepares reports for field operations as well as Central Office. Stays up-to-date on current quality and production standards of sweeping, mopping, scrubbing, spotting, and waxing floors; emptying and cleaning waste receptacles; spotting walls; cleaning floors, cells, stairways, hallways, restrooms and offices. Ensures the proper handling and disposal of medical waste. Planning the daily operations and scheduling labor, facilitates training, counseling and conducts evaluations of the offender/inmate workers. Reviews Corrective Action Reports (CARS) and Preventative Action Reports (PARS) and Corrective Action Plans and tracks all issues occurring in multiple locations. Knowledge of methods, materials, chemicals, disinfectants, and equipment used in cleaning office and public buildings. Supervises and/or trains staff and offender worker based on field needs in the following duties: sweeps, scrubs, mops, and waxes floors; vacuum rugs and carpets; cleans, dusts and polishes cabinets, furniture and woodwork; empties and clean waste receptacles; cleans stairways, escalators, elevators, hallways, restrooms, office, and lobbies; cleans ceilings, walls, window shades, light fixtures, interior glass partitions, and venetian blinds; assists in moving and arranging furniture and equipment as required. Polishes and replaces metalwork, when necessary; turns out lights and locks doors and windows; refills lavatory supply dispensers; replaces light globes and tubes; operates scrubbers, buffers, and other equipment and machinery, as required.

REQUISITE SKILLS AND ABILITIES: Ability to analyze situations accurately and take action when appropriate. In accordance with the classification, incumbents must have the requisite skill and ability to oversee custodial operation. Possess the knowledge of methods, materials, chemicals, disinfectants, and equipment used in janitorial industry operation; and safety practices in custodial duties. Computer literate with knowledge of Microsoft Office. Communication skills, ability to take initiative, leadership skills, problem solving, time management and multi-task in a changing environment. Able to work with persons of all levels. Ability to perform duties as required such as; prepare special audit reports. Ability to do extensive travel.

Persons appointed to positions in this class must be reasonably able to maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property. Persons appointed to positions in this class are required to wear a personal alarm and must carry a whistle at all times while on the worksite.

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

HOW TO APPLY: Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 11/22/17

CUSTODIAN SUPERVISOR II (CORRECTIONAL FACILITY)

JOB CONTROL #: JC-90215

FINAL FILING DATE: UNTIL FILLED

POSITION #: 087-760-2004-003

TENURE / TIME BASE: LIMITED TERM (12 MONTHS) / FULL TIME - POSITION MAY BE EXTENDED UP TO 24 MONTHS AND MAY BECOME PERMANENT AT A LATER DATE

SALARY: \$2808 - \$3519 - POSITION MAY RECEIVE A \$210.00 PER MONTH INSTITUTIONAL WORKER SUPERVISION PAY (IWS) DIFFERENTIAL

WORK SHIFT (DAYS AND HOURS): WORK DAYS MAY VARY, WORK HOURS MAY VARY

LOCATION: CALIFORNIA INSTITUTION FOR WOMEN, CAREER TECHNICAL EDUCATION, HEALTHCARE FACILITIES MAINTENANCE, 16756 CHINO CORONA ROAD, CORONA, CA 92880

DESCRIPTION OF DUTIES: ***Prior to applying for any Custodian Supervisor II (CF) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at http://cphcs.hodesiq.com/bl_joblist.asp, click Complete Self-Assessment***

Under the general direction of the Prison Industries Administrator, the incumbent will be responsible for the personnel management and administrative services with 8 staff (6 professional) at Thirteen (13) Career Technical Education (CTE) programs within CALPIA and the California Department of Corrections and Rehabilitation (CDCR) Institutions. Duties consist of the following: Manages and organizes the statewide day to day overall program of Career Technical Education (CTE) program with the involvement of CALPIA and CDCR at each Institution under his/her control; assists in the current management activities of the institution; develops program analyses and education control requirements. Make onsite visits to CTE programs regularly to assess their needs and perform program evaluation. Participate and communicate regularly with CDCR Institutions and discuss any issues that need to be resolved. Monitor each programs active offender CTE waiting list and discuss with local CDCR Administration to resolve any issues. Manage/supervise civil service analytical staff and contracted instructors throughout the state. Prepare and present reports to your direct supervisor, CALPIA and/or CDCR staff on the current issues and overall health of the program. Make presentations about the successes and recidivism rates of the CTE program. Completes and monitors all budgetary and accounting practices to insure program is operating within approved plan. Prepare Budget Concept Papers (BCP's) and/or other related documents for CALPIA and/or CDCR to maintain proper funding of the CTE program. Manage the annual contract with CDCR and provide any deliverables that the contract requires. Responsible for reviewing and approving procurement documents for the purpose of the program. Plan, organize and implement potential new CTE programs at designated CDCR Institutions. Develop written project charters and time lines to keep organized and the project status available. Work with CALPIA and CDCR staff to insure a successful implementation. The management and oversight on budget monitoring, evaluation and provide recommendations. Travel, organize and plan onsite CTE program presentations and graduation ceremonies. Provide policy analysis and outlook that will support the mission and goals of the CTE program.

REQUISITE SKILLS AND ABILITIES: Ability to analyze situations accurately and take action, Knowledge of CDCR/CALPIA Laws, rules, procedures and regulations. In accordance with the classification, incumbents must have the requisite skill and ability to oversee janitorial operation. Possess the knowledge of: methods, materials, chemicals, disinfectants, and equipment used in janitorial industry operation; and safety practices in janitorial work; State Health and Safety Titles 8, 15 and 22; ability perform duties as required such as: prepare special audit reports.

Computer literate with knowledge of Microsoft Office. Communication skills, ability to take initiative, leadership skills, problem solving, time management and multi-task in a changing environment. Able to work with persons of all levels. Willing to travel.

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

HOW TO APPLY: Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 11/22/17

HEAVY TRUCK DRIVER (CORRECTIONAL FACILITY)

This position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960

JOB CONTROL #: VARIOUS

FINAL FILING DATE: VARIOUS

POSITION #: XXX-390-6379-XXX

TENURE / TIME BASE: PERMANENT / FULL TIME

SALARY: \$3858 - \$4435

WORK SHIFT (DAYS AND HOURS): WORK DAYS AND HOURS MAY VARY

LOCATION: VARIOUS

DESCRIPTION OF DUTIES: Under the direction of the Industrial Warehouse and Distribution Manager I, On-Time Delivery (OTD), this position is responsible to operate heavy truck tractor with semi-trailer or other trailer equipment in support of OTD and various manufacturing enterprises. Operates a variety of heavy truck tractors including two axle units coupled to various sized semi-trailers, trailers, doubles, refrigerated trailers, tank trailers, and flat beds. Delivers soiled and clean laundry, metal products, boxed goods, temperature controlled product (meat, eggs, poultry, milk) raw materials, hazardous and caustic products, bulk liquid, equipment to and from various locations throughout the state. Observes all vehicle and highway laws in accordance with California Vehicle Code and demonstrates professional driver skills and courtesy. Loads and unloads trucks and trailers using loading and handling methods standard in the industry; ensures that the truck and trailers assigned to transport are in good mechanical condition and safe running order; ensure proper equipment servicing including but not limited to supplying the truck with oil, fuel, and coolants. Prepares reports, forms and keep records, including but not limited to daily sign in sheet, drivers logs, and bills of lading in accordance with CALPIA, CDC, DMV, and CHP procedures and laws. Report all deficiencies to the Industrial Warehouse & Distribution Manager I. Supervises the conduct of inmates and maintains order during loading and unloading activities; conduct searches and inmate counts as needed. Ensures that all safety requirements are enforced in conjunction with the loading, movement and operations of all heavy equipment.

PER POST AND BID REQUIREMENTS (CALPIA EMPLOYEES ONLY): Eligible employees at this institution must submit a Reassignment/Transfer Request form to the contact person listed by the final filing date. Eligible employees who submitted a Reassignment/Transfer Request form during the open enrollment period may be considered.

REQUISITE SKILLS AND ABILITIES: The incumbent in this position must possess a valid California Class A driver's license with certification for the hauling of hazardous materials and for pulling double trailers. This position is also subject to the Department of Transportation (DOT) random drug/alcohol testing in accordance with Federal Law Report DMV Employee Pull Notice (EPN) Program and report all deficiencies to the Industrial Warehouse & Distribution Manager I. Responsible for using proper safety methods for lifting and moving large items such as furniture, so as not to damage the items nor do injury to self or others.

Persons appointed to positions in this class must be reasonably able to maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property. Persons appointed to positions in this class are required to wear a personal alarm and must carry a whistle at all times while on the worksite.

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

HOW TO APPLY: Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

HEAVY TRUCK DRIVER (CORRECTIONAL FACILITY) – PERMANENT / FULL TIME (Continued)

RICHARD J. DONOVAN CORRECTIONAL FACILITY, 480 ALTA ROAD, SAN DIEGO, CA 92179

WORK SHIFT (DAYS AND HOURS): MONDAY, TUESDAY, WEDNESDAY, FRIDAY AND SATURDAY, 0600-1400

POSITION #: 081-390-6379-003 - DATE POSTED: 3/6/17 (JC-56227) - FINAL FILING DATE: UNTIL FILLED

RICHARD J. DONOVAN CORRECTIONAL FACILITY, 480 ALTA ROAD, SAN DIEGO, CA 92179

WORK SHIFT (DAYS AND HOURS): MONDAY – FRIDAY, 0400-1200

POSITION #: 081-390-6379-013 - DATE POSTED: 3/6/17 (JC-56227) - FINAL FILING DATE: UNTIL FILLED

INDUSTRIAL SUPERVISOR, PRISON INDUSTRIES (FABRIC PRODUCTS)

Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960

JOB CONTROL #: JC-89671

FINAL FILING DATE: UNTIL FILLED

POSITION #: 104-150-7198-001/002 (TWO POSITIONS)

TENURE / TIME BASE: PERMANENT / FULL TIME

SALARY: \$4329 - \$5475

WORK SHIFT (DAYS AND HOURS): MONDAY – THURSDAY, 0615-1515

LOCATION: CORRECTIONAL TRAINING FACILITY, FABRIC PRODUCTS, HIGHWAY 101 NORTH, SOLEDAD, CA 93960

DESCRIPTION OF DUTIES: ***Prior to applying for any Industrial Supervisor, Prison Industries (Fabric Products) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at <https://calpia.hodesiq.com/BulletinSearch.aspx>, click Complete Self-Assessment***

Under the direction of the Prison Industries Superintendent II (Fabric Products), the Industrial Supervisor, Prison Industries, (Fabric Products) is responsible for the supervision and training of inmates who work in a production line that manufactures various state issued clothing products. Assigns work; consistently checks quality and quantity to meet established standards. Provides leadership, guidance, and maintains control of assigned inmates during work hours. Counsels and disciplines inmates in a professional manner, being firm, fair, and consistent at all times. Prepares reports, correspondence, inmate time, with exception reports on a daily basis. Reviews inmates' files, prepares and reviews inmate work and disciplinary reports for up to date and accurate information. Verifies 101s are accurate and finished at the appropriate times. Ensures all disciplinary reports are recorded and sent to appropriate destinations. Participates in the institutional in-service training and safety programs. Works closely with the Prison Industries Superintendent II (Fabric Products) and Prison Industries Superintendent I (Fabric Products) to ensure adequate amount of supplies and equipment are provided to maintain a consistent daily work flow.

PER POST AND BID REQUIREMENTS (CALPIA EMPLOYEES ONLY): Eligible employees at this institution must submit a Reassignment/Transfer Request form to the contact person listed by the final filing date. Eligible employees who submitted a Reassignment/Transfer Request form during the open enrollment period may be considered.

REQUISITE SKILLS AND ABILITIES: Personal computer experience and the ability to read patterns; experience using various machinery associated with sewing and garment manufacturing; Knowledge of CDCR/CALPIA laws, rules, procedures, and regulations.

Persons appointed to positions in this class must be reasonably able to maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property. Persons appointed to positions in this class are required to wear a personal alarm and must carry a whistle at all times while on the worksite.

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

HOW TO APPLY: Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 11/20/17

INDUSTRIAL SUPERVISOR, PRISON INDUSTRIES (KNITTING MILL)

Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960

JOB CONTROL #: JC-92804

FINAL FILING DATE: JANUARY 2, 2018

POSITION #: 058-160-7210-004

TENURE / TIME BASE: PERMANENT / FULL TIME

SALARY: \$4329 - \$5475

WORK SHIFT (DAYS AND HOURS): MONDAY – THURSDAY, 0630-1600

LOCATION: CALIFORNIA MEN'S COLONY, KNITTING MILL, HIGHWAY 1, SAN LUIS OBISPO, CA 93409

DESCRIPTION OF DUTIES: ***Prior to applying for any Industrial Supervisor, Prison Industries (Knitting Mill) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at <https://calpia.hodesiq.com/BulletinSearch.aspx>, click Complete Self-Assessment***

Under the direction of the Prison Industries Superintendent II (Knitting Mill), the incumbent in this position supervises and trains inmates in the manufacture of knitted goods, plans and schedules production, including labor, materials and equipment; coordinates and/or supervises installation, operation, maintenance and repair of equipment and/or machinery; trains, counsels and supervises inmates in production work, quality control, safety, and personal development. Evaluates inmates' performance, and recommends action, assists in budget preparation as requested, supervises and/or performs preparation of records and reports on production, processing and inventories. Maintains order, security of working areas and work materials. Assists in searching and control of inmates. Performs other duties as required.

PER POST AND BID REQUIREMENTS (CALPIA EMPLOYEES ONLY): Eligible employees at this institution must submit a Reassignment/Transfer Request form to the contact person listed by the final filing date. Eligible employees who submitted a Re-assignment/Transfer Request form during the open enrollment period may be considered.

REQUISITE SKILLS AND ABILITIES: Incumbent must have requisite skill and ability to supervise an industrial knitting enterprise, including knowledge of methods, materials, machinery, processes, tools, and equipment used in industrial operations, production scheduling, quality control, safety practices, material handling techniques, and principles of personnel management and supervision; able to set up, repair, maintain, adjust, and operate required equipment; make labor and materials estimates; instruct and supervise inmates in production techniques and safety procedures; maintain firm impartial and consistent discipline; understand and apply rules, regulations, laws, and procedures; analyze situations accurately and take effective action; and keep records and prepare reports.

Persons appointed to positions in this class must be reasonably able to maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property. Persons appointed to positions in this class are required to wear a personal alarm and must carry a whistle at all times while on the worksite.

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

HOW TO APPLY: Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 12/15/17

INDUSTRIAL SUPERVISOR, PRISON INDUSTRIES (LAUNDRY)

Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960

JOB CONTROL #: JC-91049

FINAL FILING DATE: DECEMBER 19, 2017

POSITION #: 073-420-2109-001

TENURE / TIME BASE: PERMANENT / FULL TIME

SALARY: \$4329 - \$5475

WORK SHIFT (DAYS AND HOURS): MONDAY – FRIDAY, 1000-1800 (NO SCHEDULED LUNCH)

LOCATION: CALIFORNIA STATE PRISON – CORCORAN, LAUNDRY, 4001 KING AVENUE, CORCORAN, CA 93212

DESCRIPTION OF DUTIES: ***Prior to applying for any Industrial Supervisor, Prison Industries (Laundry) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at <https://calpia.hodesiq.com/BulletinSearch.aspx>, click Complete Self-Assessment***

Assigns, supervises, and coordinates the work of a group of inmates in working, cleaning and distribution of institutional laundry, and in operation of the various laundry equipment, schedules labor, materials, and equipment use based on demonstrated need; Supervises the installation, maintenance, and repair of all laundry equipment; coordinates the flow of necessary materials, and supplies; maintains inventory records; Maintains order and supervises the conduct of inmate work crews; maintains security within the work area; conducts regular safety meetings and enforces safety rules in the operation of the industrial equipment; keeps time cards; assists with searches and inmate counts.

PER POST AND BID REQUIREMENTS (CALPIA EMPLOYEES ONLY): Eligible employees at this institution must submit a Reassignment/Transfer Request form to the contact person listed by the final filing date. Eligible employees who submitted a Re-assignment/Transfer Request form during the open enrollment period may be considered.

REQUISITE SKILLS AND ABILITIES: Persons appointed to positions in this class must be reasonably able to maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property. Persons appointed to positions in this class are required to wear a personal alarm and must carry a whistle at all times while on the worksite.

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

HOW TO APPLY: Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 12/5/17

INDUSTRIAL SUPERVISOR, PRISON INDUSTRIES (MAINTENANCE AND REPAIR)

Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960

JOB CONTROL #: JC-92828

FINAL FILING DATE: DECEMBER 29, 2017

POSITION #: 047-450-7215-001

TENURE / TIME BASE: PERMANENT / FULL TIME

SALARY: \$4752 - \$6015 - POSITION MAY RECEIVE A \$2,400 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS

WORK SHIFT (DAYS AND HOURS): TUESDAY – FRIDAY, 0630-1630

LOCATION: AVENAL STATE PRISON, MAINTENANCE AND REPAIR, 1 KINGS WAY, AVENAL, CA 93204

DESCRIPTION OF DUTIES: ***Prior to applying for any Industrial Supervisor, Prison Industries (Maintenance and Repair) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at <https://calpia.hodesiq.com/BulletinSearch.aspx>, click Complete Self-Assessment***

Under general direction of the Prison Industries Manager, the incumbent is responsible for the supervision and daily operation of the CALPIA Maintenance and Repair department within the Avenal State Prison (ASP). The incumbent directly supervises three Industrial Supervisors; organizes and directs subordinate staff in the overall maintenance and repair for ASP, CALPIA equipment; and acts as the Health and Safety Coordinator for ASP, CALPIA. Incumbent is responsible for the supervision and training in the safe and proper preventive maintenance and repair of industrial systems, equipment, and facilities to ensure the successful on-going operation of each industry; plans and schedules tasks including labor, materials, and equipment; coordinates, installs, and/or supervises installation, operation, maintenance, and repairs of equipment and machinery; makes recommendations to increase department efficiencies, quality, safety, productivity, and related programs; trains, counsels, and supervises staff in maintenance work, quality control, safety, and personnel development; assists and/or evaluates their performance and recommends appropriate action; assists in budget preparation, departmental reporting, and documentation; makes recommendations for needed materials, parts, tools, labor, and equipment; assists in the preparation of records and reports on maintenance, processes, and inventories; maintains order and supervises the conduct of persons committed to the Department of Corrections and prevents escapes and injury by these persons to themselves or others or to property; maintains security of working areas and others or to property; maintains security of working areas and work materials; inspects and searches inmates for contraband, such as weapons or illegal drugs; and does other related work. Incumbent follows all related codes and regulations; makes periodic safety inspections; conducts regular safety meeting; and enforces and follows all safety rules and regulations.

PER POST AND BID REQUIREMENTS (CALPIA EMPLOYEES ONLY): Eligible employees at this institution must submit a Reassignment/Transfer Request form to the contact person listed by the final filing date. Eligible employees who submitted a Re-assignment/Transfer Request form during the open enrollment period may be considered.

REQUISITE SKILLS AND ABILITIES: Incumbents must have requisite skill and ability to supervise maintenance and repair operations and possess the knowledge of methods, materials, machinery, processes, tools, and equipment used in the maintenance and repair operation, and knowledge of safety practices and orders, materials handling techniques, principles of personnel management and supervision. Ability to set up, repair, maintain, adjust, and operate required equipment; make labor and material estimates; instruct and supervise staff in maintenance techniques and safety practices; maintain firm, impartial, and consistent discipline; understand rules, regulations, laws, and procedures; analyze situations accurately and take effective action; keep records and prepare reports; and communicate effectively at a level required for successful job performance.

Persons appointed to positions in this class must be reasonably able to maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property. Persons appointed to positions in this class are required to wear a personal alarm and must carry a whistle at all times while on the worksite.

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

HOW TO APPLY: Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 12/14/17

INDUSTRIAL SUPERVISOR, PRISON INDUSTRIES (METAL FABRICATION)

Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960

JOB CONTROL #: JC-92367

FINAL FILING DATE: DECEMBER 29, 2017

POSITION #: 075-481-7191-016

TENURE / TIME BASE: PERMANENT / FULL TIME

SALARY: \$4329 - \$5475

WORK SHIFT (DAYS AND HOURS): MONDAY – THURSDAY, 0615-1615

LOCATION: CALIFORNIA STATE PRISON – SOLANO, METAL PRODUCTS, 2100 PEABODY ROAD, VACAVILLE, CA 95696

DESCRIPTION OF DUTIES: ***Prior to applying for any Industrial Supervisor, Prison Industries (Metal Fabrication) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at <https://calpia.hodesiq.com/BulletinSearch.aspx>, click Complete Self-Assessment***

Under the general supervision of the Prison Industries Superintendent I (Metal Products), the Prison Industries Industrial Supervisor (Metal Products) supervises the manufacture, painting and finishing of various kinds of metal products. The incumbent supervises the use of all types of metal working machines including: spot welders, punch presses, power brakes and shears, bending machines, drill presses and support equipment. The incumbent is also responsible for forklift operators, stock attendants and janitors.

PER POST AND BID REQUIREMENTS (CALPIA EMPLOYEES ONLY): Eligible employees at this institution must submit a Reassignment/Transfer Request form to the contact person listed by the final filing date. Eligible employees who submitted a Re-assignment/Transfer Request form during the open enrollment period may be considered

REQUISITE SKILLS AND ABILITIES: Skill and ability to supervise an industrial metal fabrication enterprise, including the knowledge of methods, materials, machinery processes, tools and equipment used in industrial operations; production scheduling, quality control, safety practices, material handling techniques and principles of personnel management and supervision; able to set up, repair, maintain, adjust and operate required equipment; make labor and materials estimates; instruct and supervise inmates in production techniques and safety procedures; maintain firm, impartial and consistent discipline; understand and apply rules, regulations, laws and procedures; analyze situations accurately and take effective actions; keep records and prepare reports.

Persons appointed to positions in this class must be reasonably able to maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property. Persons appointed to positions in this class are required to wear a personal alarm and must carry a whistle at all times while on the worksite.

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

HOW TO APPLY: Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the**

'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.

DATE POSTED: 12/14/17

INDUSTRIAL SUPERVISOR, PRISON INDUSTRIES (SHOE MANUFACTURING)

Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960

JOB CONTROL #: JC-92811

FINAL FILING DATE: JANUARY 2, 2018

POSITION #: 058-330-7207-001

TENURE / TIME BASE: PERMANENT / FULL TIME

SALARY: \$4329 - \$5475

WORK SHIFT (DAYS AND HOURS): MONDAY – THURSDAY, 0630-1630

LOCATION: CALIFORNIA MEN'S COLONY, SHOE MANUFACTURING, HIGHWAY 1, SAN LUIS OBISPO, CA 93409

DESCRIPTION OF DUTIES: ***Prior to applying for any Industrial Supervisor, Prison Industries (Shoe Manufacturing) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at <https://calpia.hodesiq.com/BulletinSearch.aspx>, click Complete Self-Assessment***

Under the direction of the Prison Industries Superintendent II (Shoe Manufacturing), the incumbent in this position supervises and trains inmates in repair, refurbishing and manufacture of shoes and boots, quality control, safety and personal development; writes performance evaluations and disciplinary reports for inmate workers, is responsible for processing and maintaining inmate timekeeping records; conducts safety meetings and develops safety training plans; helps to maintain security of the institution; assists in daily shakedowns of inmates and ensures that discipline, safety, security and tool control are maintained within the work area. Plans and schedules production, including labor, materials and equipment; coordinates and/or supervises installation, operation, maintenance and repair of equipment and/or machinery; prepares records and reports on repair, production, processing and inventories. Makes recommendations to increase efficiency and product quality; and is responsible for the ordering, shipping and handling of production materials and supplies within the assigned work area.

PER POST AND BID REQUIREMENTS (CALPIA EMPLOYEES ONLY): Eligible employees at this institution must submit a Reassignment/Transfer Request form to the contact person listed by the final filing date. Eligible employees who submitted a Reassignment/Transfer Request form during the open enrollment period may be considered.

REQUISITE SKILLS AND ABILITIES: Incumbent must have requisite skill and ability to supervise a shoe and boot manufacturing and repair enterprise, including knowledge of methods, materials, machinery, processes, tools, and equipment used in industrial operations; production scheduling, quality control and standards, general safety practices and training, material handling techniques, and principles of personnel management and supervision; able to set up, repair, maintain, adjust, and operate required equipment; make labor and materials estimates; instruct and supervise inmates in production and repair techniques and safety procedures; maintain firm impartial and consistent discipline; understand and apply rules, regulations, laws, and procedures; analyze situations accurately and take effective action; and keep records and prepare reports; read and write English at a level required for successful job performance.

Persons appointed to positions in this class must be reasonably able to maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property. Persons appointed to positions in this class are required to wear a personal alarm and must carry a whistle at all times while on the worksite.

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

HOW TO APPLY: Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 12/15/17

LEAD CUSTODIAN (CORRECTIONAL FACILITY)

JOB CONTROL #: VARIOUS

FINAL FILING DATE: VARIOUS

POSITION #: XXX-760-2005-XXX

TENURE / TIME BASE: PERMANENT / FULL TIME

SALARY: \$2521 - \$3157 - POSITIONS MAY RECEIVE A \$190.00 PER MONTH INSTITUTIONAL WORKER SUPERVISION PAY (IWSP) DIFFERENTIAL

WORK SHIFT (DAYS AND HOURS): WORK DAYS MAY VARY, WORK HOURS MAY VARY

LOCATION: CALIFORNIA PRISON INDUSTRY AUTHORITY, HEALTHCARE FACILITIES MAINTENANCE (HFM)
PLEASE SEE BELOW FOR LOCATION OF POSITIONS

DESCRIPTION OF DUTIES: ***Prior to applying for any Lead Custodian (CF) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at http://cphcs.hodesiq.com/bl_joblist.asp, click Complete Self-Assessment***

Under direction, the Lead Custodian (CF) performs janitorial duties involved in keeping an assigned office, building, or area clean and orderly; may instruct, lead, or supervise offender workers in the janitorial duties assigned; assists in the planning of daily operations and scheduling labor, providing training, evaluating, and counseling offender workers; utilizes the Industry Employability Program; supervises the conduct of offender workers in the janitorial program; maintains tool and key control per the department and institutional procedures; maintains accurate offender counts; controls the use and storage of hazardous materials; enforces the guidelines of the Health and Safety Program; and ensures work meets guidelines to include State Health Department in Title 22, 15, 8. Bio-hazard, hazardous waste, and toxic materials control program.

REQUISITE SKILLS AND ABILITIES: Ability to analyze situations accurately and take action. Knowledge of Title 8, 15, and 22 requirements in reference to janitorial service. Knowledge of CDCR/CALPIA Laws, rules, procedures, and regulations. In accordance with the classification, all incumbents must have the requisite skill and ability to supervise offenders in a janitorial operation. Possess the knowledge of methods, materials, tools, and equipment used in janitorial operation. Ability to develop project plans, keeps records, and works under budgetary constraints for successful job performance.

Persons appointed to positions in this class must be reasonably able to maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property. Persons appointed to positions in this class are required to wear a personal alarm and must carry a whistle at all times while on the worksite.

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

HOW TO APPLY: Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DEUEL VOCATIONAL INSTITUTION, 23500 KASSON ROAD, TRACY, CA 95378

POSITION #: 107-760-2005-001 - DATE POSTED: 11/17/17 (JC-88924) - FINAL FILING DATE: UNTIL FILLED

LEAD CUSTODIAN (CORRECTIONAL FACILITY) - PERMANENT / FULL TIME (Continued)

RICHARD J. DONOVAN CORRECTIONAL FACILITY, 480 ALTA ROAD, SAN DIEGO, CA 92179

POSITION MAY RECEIVE A \$2,600 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS

POSITION #: 391-760-2005-001 - DATE POSTED: 10/5/17 (JC-84198) - FINAL FILING DATE: UNTIL FILLED

LEAD CUSTODIAN (CORRECTIONAL FACILITY)

JOB CONTROL #: JC-85384

FINAL FILING DATE: UNTIL FILLED

POSITION #: 063-760-2005-007

TENURE / TIME BASE: LIMITED TERM (12 MONTHS) / FULL TIME - POSITION MAY BE EXTENDED UP TO 24 MONTHS AND MAY BECOME PERMANENT AT A LATER DATE

SALARY: \$2521 - \$3157 - POSITION MAY RECEIVE A \$190.00 PER MONTH INSTITUTIONAL WORKER SUPERVISION PAY (IWSP) DIFFERENTIAL

WORK SHIFT (DAYS AND HOURS): WORK DAYS MAY VARY, WORK HOURS MAY VARY

LOCATION: CALIFORNIA PRISON INDUSTRY AUTHORITY, **CENTRAL OFFICE**, HEALTHCARE FACILITIES MAINTENANCE (HFM), 560 EAST NATOMA STREET, FOLSOM, CA 95630

DESCRIPTION OF DUTIES: ***Prior to applying for any Lead Custodian (CF) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at http://cphcs.hodesiq.com/bl_joblist.asp, click Complete Self-Assessment***

Under direction of the Prison Industries Superintendent II; Assists institutions in elevating HFM program to meet policies and procedures. Plans and helps in the organizing of trips for the audit/training team that will travel and review the overall operational performance of Healthcare Facilities Maintenance (HFM). Assists in training needs for field operations that may include working various shifts to cover vacancies. Assists in identifying Corrective Action Plans to meet HFM sanitation standards and complete assignments on the plans. Maintains records and prepares reports for field operations as well as Central Office. Stays up-to-date on current quality and production standards of sweeping, mopping, scrubbing, spotting, and waxing floors; emptying and cleaning waste receptacles; spotting walls; cleaning floors, cells, stairways, hallways, restrooms and offices. Ensures the proper handling and disposal of medical waste. Planning the daily operations and scheduling labor, facilitates training, counseling and conducts evaluations of the offender/inmate workers. Reviews Corrective Action Reports (CARS) and Preventative Action Reports (PARS) and Corrective Action Plans and tracks all issues occurring in multiple locations. Extensive travel to multiple institutions within California.

REQUISITE SKILLS AND ABILITIES: Ability to analyze situations accurately and take action when appropriate. In accordance with the classification, incumbents must have the requisite skill and ability to oversee custodial operation. Computer literate with knowledge of Microsoft Office. Communication skills, ability to take initiative, leadership skills, problem solving, time management and multi-task in a changing environment. Able to work with persons of all levels. Possess the knowledge of methods, materials, chemicals, disinfectants, and equipment used in janitorial industry operation; and safety practices in custodial duties; Ability to do extensive travel.

Persons appointed to positions in this class must be reasonably able to maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property. Persons appointed to positions in this class are required to wear a personal alarm and must carry a whistle at all times while on the worksite.

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

HOW TO APPLY: Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 10/17/17

LEAD CUSTODIAN (CORRECTIONAL FACILITY)

JOB CONTROL #: VARIOUS

FINAL FILING DATE: VARIOUS

POSITION #: XXX-760-2005-XXX

TENURE / TIME BASE: LIMITED TERM (12 MONTHS) / FULL TIME - POSITION MAY BE EXTENDED UP TO 24 MONTHS AND MAY BECOME PERMANENT AT A LATER DATE

SALARY: \$2521 - \$3157 - POSITION MAY RECEIVE A \$190.00 PER MONTH INSTITUTIONAL WORKER SUPERVISION PAY (IWSV) DIFFERENTIAL

WORK SHIFT (DAYS AND HOURS): WORK DAYS MAY VARY, WORK HOURS MAY VARY

LOCATION: CALIFORNIA PRISON INDUSTRY AUTHORITY, HEALTHCARE FACILITIES MAINTENANCE (HFM)
PLEASE SEE BELOW FOR LOCATION OF POSITIONS

DESCRIPTION OF DUTIES: ***Prior to applying for any Lead Custodian (CF) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at http://cphcs.hodesiq.com/bl_joblist.asp, click Complete Self-Assessment***

Under direction, the Lead Custodian (CF) performs janitorial duties involved in keeping an assigned office, building, or area clean and orderly; may instruct, lead, or supervise offender workers in the janitorial duties assigned; assists in the planning of daily operations and scheduling labor, providing training, evaluating, and counseling offender workers; utilizes the Industry Employability Program; supervises the conduct of offender workers in the janitorial program; maintains tool and key control per the department and institutional procedures; maintains accurate offender counts; controls the use and storage of hazardous materials; enforces the guidelines of the Health and Safety Program; and ensures work meets guidelines to include State Health Department in Title 8, 15, and 22. Bio-hazard, hazardous waste, and toxic materials control program.

REQUISITE SKILLS AND ABILITIES: Ability to analyze situations accurately and take action, Knowledge of Title 8, 15, and 22 requirements in reference to janitorial service. Knowledge of CDCR/CALPIA Laws, rules, procedures and regulations. In accordance with the classification, all incumbents must have the requisite skill and ability to supervise offenders in a janitorial operation. Possess the knowledge of methods; materials, tools and equipment used in janitorial operation, ability to develop project plans, keep records and work under budgetary constraints for successful job performance.

Persons appointed to positions in this class must be reasonably able to maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property. Persons appointed to positions in this class are required to wear a personal alarm and must carry a whistle at all times while on the worksite.

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

HOW TO APPLY: Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

CALIFORNIA CORRECTIONAL INSTITUTION, 24900 HWY 202, TEHACHAPI, CA 93561

POSITION #: 052-760-2005-001 - DATE POSTED: 9/8/17 (JC-91085) - FINAL FILING DATE: UNTIL FILLED

KERN VALLEY STATE PRISON, 3000 WEST CECIL AVENUE, DELANO, CA 93216

POSITION #: 918-760-2005-001 - DATE POSTED: 9/8/17 (JC-80521) - FINAL FILING DATE: UNTIL FILLED

OFFICE TECHNICIAN (TYPING)

Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960

JOB CONTROL #: JC-91012

FINAL FILING DATE: DECEMBER 19, 2017

POSITION #: 073-100-1139-003

TENURE / TIME BASE: PERMANENT / FULL TIME

SALARY: \$2921 - \$3656

WORK SHIFT (DAYS AND HOURS): MONDAY – FRIDAY, 0700-1500

LOCATION: CALIFORNIA STATE PRISON – CORCORAN, ADMINISTRATION, 4001 KING AVENUE, CORCORAN, CA 93212

DESCRIPTION OF DUTIES: Performs a variety of general office work; takes minutes of CALPIA staff meetings occurring at CSP-Corcoran; performs filing and records management including maintenance of Department Operations Manual (DOM) Local Operational Procedures, and CALPIA Policy and Procedure Manual; document preparation and review; composition of correspondence for the Prison Industries Administrator and Prison Industries Manager; interprets document retention schedule and maintains archival log of required documentation. Collects mail, processes payment packages; communicates with vendors regarding payment status and verifies vendor invoices for accuracy. Maintains position control of all Civil Service positions assigned to the California Prison Industry Authority at California State Prison-Corcoran and California Substance Abuse Treatment Facility. Prepares Position Action Requests (HR-F018) as required by the Prison Industries Administrator; Functions as the timekeeper for all civil service positions assigned to the California Prison Industry Authority at California State Prison-Corcoran and CSATF, reviews staff time sheets for accuracy and completeness; prepares staff travel advances and travel expense claims; Prepares monthly status reports. Provides data entry of various IEP information, MP2 program.

REQUISITE SKILLS AND ABILITIES: Proficiency in Microsoft Word and Excel is a needed requisite ability. Ability to comprehend new software applications as it relates to manufacturing process systems, inventory and accounting. Knowledge of methods, practices and terminology used in general office clerical work and statistical record-keeping work.

The position(s) require(s) the ability to type at a minimum speed as designated on the Class Specifications (link available in the additional documentation section). You must obtain a valid typing certificate confirming your ability to meet the minimum typing speed, prior to being hired. Additional information regarding acceptable typing tests is available at the JOBS.ca.gov website.

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

HOW TO APPLY: Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 12/5/17

PRISON INDUSTRIES MANAGER (GENERAL)

Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960

JOB CONTROL #: JC-91516

FINAL FILING DATE: DECEMBER 20, 2017

POSITION #: 104-100-7157-001

TENURE / TIME BASE: PERMANENT, FULL-TIME

SALARY: \$6095 - \$7576

WORK SHIFT (DAYS AND HOURS): MONDAY – FRIDAY, 0800-1600

LOCATION: Correctional Training Facility, Administration, Highway 101 North, Soledad, CA 93960

DESCRIPTION OF DUTIES: ***Prior to applying for any Prison Industries Manager (General) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at <https://calpia.hodesiq.com/BulletinSearch.aspx>, click Complete Self-Assessment***

Provides direction and leadership to CALPIA operations within 2 institutions – Correctional Training Facility (CTF) and Salinas Valley State Prison (SVSP), Soledad, California. Responsible for the review, overall production control, and administrative function which include: production, inventory control, procurement, accounting and personnel. Maintains discipline. Oversees the efforts of CALPIA staff in the areas of manufacturing quality and delivery of products and services to CALPIA customers. Serves as liaison between CALPIA and other State agencies and private vendors in matters related to new product development. Actively supports and promotes the Industry Employment Program (IEP) and/or maintenance of International Organization for Standardization (ISO) procedures to enhance operational efficiencies improving quality, cost and timely deliveries. Actively promotes and supports CALPIA Injury and Illness Prevention Program (IIPP) as it relates to assigned enterprises and programs. Provides oversight to the Prison Industries Superintendent II, Warehouse and Distribution operations and Custodian Supervisor III in day to day operations of the programs; interacts with other CALPIA Institution Managers and CALPIA Central Office Staff. Provides direction to subordinate staff regarding changes to work assignments, training, production methods, and staff performance. Promotes and facilitates upward mobility, training. Utilizes ERPLx or like systems to ensure that BOMs and routings for assigned enterprises are accurate and updated as necessary; reviews open order reports to ensure that all orders are shipped on time; reviews weekly/monthly enterprise billings, reviews standard costs for all items to ensure accuracy and consistency; coordinates factory loading with the master scheduler.

REQUISITE SKILLS AND ABILITIES In addition to evaluating each candidate's relative ability, as demonstrated by quality and breadth of experience, the following factors will provide the basis for competitively evaluating each candidate: Principles of effective supervision, principles of organization and industrial management, including methods, materials, processes, and equipment employed in a prison industry. Good Leadership Skills (ability to supervise and motivate staff using proven leadership techniques). Effective Communications Skills (Oral and Written). Has the ability to train staff and inmates in improving themselves and the operation. Ability to maintain a professional working atmosphere for staff and inmates

Persons appointed to positions in this class must be reasonably able to maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property. Persons appointed to positions in this class are required to wear a personal alarm and must carry a whistle at all times while on the worksite.

REQUIRED APPLICATION DOCUMENTS: School Transcripts

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

HOW TO APPLY: Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.

DATE POSTED: 12/07/2017

PRISON INDUSTRIES MANAGER (GENERAL)

Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960

JOB CONTROL #: JC-92760

FINAL FILING DATE: DECEMBER 29, 2017

POSITION #: 918-100-7157-902

TENURE / TIME BASE: LIMITED TERM (12 MONTHS) / FULL TIME - POSITION MAY BE EXTENDED UP TO 24 MONTHS AND MAY BECOME PERMANENT AT A LATER DATE

SALARY: \$6095 - \$7576

WORK SHIFT (DAYS AND HOURS): MONDAY – FRIDAY, 0730-1630

LOCATION: KERN VALLEY STATE PRISON, ADMINISTRATION 3000 WEST CECIL AVENUE, DELANO, CA 93215

DESCRIPTION OF DUTIES: ***Prior to applying for any Prison Industries Manager (General) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at <https://calpia.hodesiq.com/BulletinSearch.aspx>, click Complete Self-Assessment***

Under general direction of the Prison Industries Administrator, the Prison Industries Manager (General) is responsible for the supervision and daily operations of multiple enterprises at Kern Valley, North Kern and Wasco State Prisons. In the absence of the Prison Industries Administrator, the incumbent in this position acts on her/his behalf; organizes and directs subordinate supervisory staff in the overall operation of the enterprises under their control; assists in the current management activities of the Institutions; and develops enterprise cost analysis, production control requirements, and quality control programs.

REQUISITE SKILLS AND ABILITIES: Principles of effective supervision, organization and industrial management, including methods, materials, processes, and equipment deployed in prison industries; production management and engineering methods in the operations of a manufacturing plant; centralized/integrated manufacturing and accounting systems with specific knowledge in bills of material and performance measures; ability to plan, organize, and manage industrial prison industry operations; and identify and control all major production problems.

Persons appointed to positions in this class must be reasonably able to maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property. Persons appointed to positions in this class are required to wear a personal alarm and must carry a whistle at all times while on the worksite.

REQUIRED APPLICATION DOCUMENTS: School Transcripts

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

HOW TO APPLY: Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 12/14/17

PRISON INDUSTRIES SUPERINTENDENT I (OPTICAL PRODUCTS)

Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960

JOB CONTROL #: JC-91641

FINAL FILING DATE: DECEMBER, 20 2017

POSITION #: 075-270-7182-001

TENURE / TIME BASE: PERMANENT / FULL TIME

SALARY: \$4825 - \$5988

WORK SHIFT (DAYS AND HOURS): MONDAY – FRIDAY, 0630-1430

LOCATION: CALIFORNIA STATE PRISON -SOLANO, OPTICAL PRODUCTS, 2100 PEABODY ROAD, VACAVILLE, CA 95696

DESCRIPTION OF DUTIES: ***Prior to applying for any Prison Industries Superintendent I (Optical Products) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at <https://calpia.hodesiq.com/BulletinSearch.aspx> , click Complete Self-Assessment***

Under the direction of the Prison Industries Superintendent II (Optical Products), this position is responsible for supervising five (5) Industrial Supervisors, P.I. (Optical) engaged in the supervision of inmates manufacturing prescription eyewear, and 1 Supervising Program Technician II. Supervises the installation, operation, maintenance, and repair of all computers within the optical lab, as well as software specific to the optical industry; ensures all computers within the enterprise are in compliance with CDCR and CALPIA rules and regulations; completes production reports, production schedules. In the absence of the P. I. Superintendent II (Optical), the incumbent acts in the capacity of the P. I. Superintendent II (Optical).

REQUISITE SKILLS AND ABILITIES: Knowledge of optical methods, materials, machinery, processes, tools, and equipment used in the manufacture of prescription eyewear, production, scheduling and control, quality standards, cost control and procurement processes safety practices, principles of personnel management and promotion. Ability to supervise the installation, operation, maintenance and repair of optical equipment within a correctional environment. Maintain firm, impartial and consistent discipline with civil service staff and inmate workers. Instruct and supervise staff and inmate workers. Conduct safety meetings and maintain tool control.

Persons appointed to positions in this class must be reasonably able to maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property. Persons appointed to positions in this class are required to wear a personal alarm and must carry a whistle at all times while on the worksite.

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

HOW TO APPLY: Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process**

DATE POSTED: 12/07/2017

PRISON INDUSTRIES SUPERINTENDENT II (BINDERY)

Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960

JOB CONTROL #: JC-91633

FINAL FILING DATE: DECEMBER 20, 2017

POSITION #: 075-301-7217-001

TENURE / TIME BASE: PERMENANT / FULL-TIME

SALARY: \$5296 - \$6573

WORK SHIFT (DAYS AND HOURS): MONDAY – THURSDAY, 0615-1615

LOCATION: CALIFORNIA STATE PRISON -SOLANO, BINDERY, 2100 PEABODY ROAD, VACAVILLE, CA 95696

DESCRIPTION OF DUTIES: ***Prior to applying for any Prison Industries Superintendent II (Bindery) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at <https://calpia.hodesiq.com/BulletinSearch.aspx> , click Complete Self-Assessment***

Under the direction of the Prison Industries Manager, the incumbent is responsible for the overall operational performance of the Bindery enterprise that manufactures loose-leaf binders, folios, diploma covers, C-files, soft signs and safety vests. In performing these duties the incumbent supervises four industrial supervisors, and approximately 117 Level II/III inmate workers. The incumbent coordinates the planning and scheduling labor; purchasing materials, supplies, and equipment needed for production; uses the EPRLx computer system for manufacturing purposes; responsible for, quality, inventory, cost control; ensures safety and personnel development; processes procurement; oversees the maintenance of equipment; responsible for selecting, training, supervising and evaluating staff; prepares budgets, and maintains records and on production, and inventories; initiates correspondence and reports; holds safety and supervisor meetings. The incumbent is responsible for maintaining order and supervising the conduct of persons committed to the California Department of Corrections and Rehabilitation (CDCR); preventing escapes; maintaining the security of work materials and work areas; implementing CDCR CALPIA rules and regulations.

REQUISITE SKILLS AND ABILITIES: Prior ERPLx experience, bindery manufacturing experience, and supervisor experience.

Persons appointed to positions in this class must be reasonably able to maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property. Persons appointed to positions in this class are required to wear a personal alarm and must carry a whistle at all times while on the worksite.

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications.

Applications will be screened and only the most qualified applicants will be selected for an interview.

HOW TO APPLY: Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process**

DATE POSTED: 12/07/2017

PRISON INDUSTRIES SUPERINTENDENT II (DETERGENT)

Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960

JOB CONTROL #: JC-90811

FINAL FILING DATE: UNTIL FILLED

POSITION #: 399-430-7170-001

TENURE / TIME BASE: PERMANENT / FULL TIME

SALARY: \$5296 - \$6573

WORK SHIFT (DAYS AND HOURS): MONDAY – FRIDAY, 0630-1400

LOCATION: CALIFORNIA STATE PRISON LOS ANGELES COUNTY, 44750 60TH STREET WEST, LANCASTER, CA 93536

DESCRIPTION OF DUTIES: ***Prior to applying for any Prison Industries Superintendent II (Detergent Plant) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at <https://calpia.hodesiq.com/BulletinSearch.aspx>, click Complete Self-Assessment***

Under the direction of the Lead Manager, directly supervises (3) Industrial Supervisors, (1) Quality Control Technician, Prison Industries, and (3) Skilled Laborers. The position oversees all phases of the detergent plant operation in a correctional environment. The position is responsible for the planning, organizing, purchasing and the supervision of the daily operation/production and the Health & Safety of the operation at CSP-Los Angeles County. Has lead responsibility for quality, process, inventory & cost controls. Knowledgeable in the methodology of cost analysis and procurement methods utilizing the Enterprise Resource Planning system (ERPLx). Establishes, plans, and develops procedures to increase production efficiency and increase profitability. Works as a team member with Customer Services, Sales, & Operations to ensure all customer issues are resolved in a timely manner. Maintains and ensures staff is aware of individual components of the Industry Employment Program and motivating inmates in personal development through their participation in the program.

REQUISITE SKILLS AND ABILITIES:

- Good leadership skills (ability to supervise & motivate staff using proven leadership techniques)
- Knowledge in budget preparation
- Effective communication skills (oral and written)
- Ability to train staff and inmates in improving themselves and the operation
- Ability to maintain a professional working atmosphere for staff and inmates

Ability to analyze situations and take the initiative and action to resolve; knowledge of CDCR & CALPIA rules, procedures & regulations; organized and have the ability to multi-task in a changing environment; familiar with computers and Microsoft Office.

Persons appointed to positions in this class must be reasonably able to maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property. Persons appointed to positions in this class are required to wear a personal alarm and must carry a whistle at all times while on the worksite.

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

HOW TO APPLY: Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 11/30/17

PRISON INDUSTRIES SUPERINTENDENT II (FABRIC PRODUCTS)

Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960

JOB CONTROL #: JC-91525

FINAL FILING DATE: DECEMBER 20, 2017

POSITION #: 104-150-7195-001

TENURE / TIME BASE: PERMANENT / FULL TIME

SALARY: \$5296 - \$6573

WORK SHIFT (DAYS AND HOURS): MONDAY – THURSDAY, 0615-1615

LOCATION: CORRECTIONAL TRAINING FACILITY, FABRIC PRODUCTS, HIGHWAY 101 NORTH, SOLEDAD, CA 93960

DESCRIPTION OF DUTIES: ***Prior to applying for any Prison Industries Superintendent II (Fabric Products) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at <https://calpia.hodesiq.com/BulletinSearch.aspx>, click Complete Self-Assessment***

Under the direction of the Prison Industries Manager, this position is responsible for planning, organizing, and supervising the overall operation of the CALPIA Fabric Products department at the Correctional Training Facility (CTF), through subordinate Superintendents and Supervisors. The incumbent plans and schedules labor for the daily production of garments and other fabric production, including materials and equipment; responsible for quality control, process and inventory control, cost control and the procurement of all raw materials, supplies and equipment necessary for the production process. Prepares and analyzes budget needs for the enterprise, responsible for safety training, meetings and inspections in order to ensure a safe work environment for staff and inmate workers. Report all labor and material issues, inventory transactions, finished goods receipts and transfers. Monitor material and supply levels, perform daily cycle counts, maintain staff and inmate morale, counsel and discipline whenever necessary. Prepare annual performance evaluations for staff; maintain tool and key control and records, maintain the necessary inventory levels of production materials to meet production demands and prevent delays. Responsible for procurement process and inmate payroll.

REQUISITE SKILLS AND ABILITIES: In accordance with the class specifications, incumbents must have requisite skill and ability to supervise and instruct inmate production methods and safety practices; possess the ability to maintain firm, consistent and objective discipline; understand rules, regulations, laws, and procedures, ability to analyze situations accurately and take appropriate action when necessary; keep records and prepare reports. Basic computer and communication skills are essential and good management and people skills; good attendance record; willingness to work in a fast-paced environment; good leadership skills, knowledge of budget preparation and effective communication skills, written and verbal.

Persons appointed to positions in this class must be reasonably able to maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property. Persons appointed to positions in this class are required to wear a personal alarm and must carry a whistle at all times while on the worksite.

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

HOW TO APPLY: Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process**

DATE POSTED: 12/6/17

PRISON INDUSTRIES SUPERINTENDENT II (LAUNDRY)

Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960

JOB CONTROL #: JC-86235

FINAL FILING DATE: UNTIL FILLED

POSITION #: 074-420-2108-001

TENURE / TIME BASE: LIMITED TERM (12 MONTHS) / FULL TIME - POSITION MAY BE EXTENDED UP TO 24 MONTHS AND MAY BECOME PERMANENT AT A LATER DATE

SALARY: \$5296 - \$6573

WORK SHIFT (DAYS AND HOURS): MONDAY – FRIDAY, 0700-1500

LOCATION: CALIFORNIA STATE PRISON – SACRAMENTO, LAUNDRY, 100 PRISON ROAD, REPRESA, CA 95671

DESCRIPTION OF DUTIES: ***Prior to applying for any Prison Industries Superintendent II (Laundry) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at <https://calpia.hodesiq.com/BulletinSearch.aspx>, click Complete Self-Assessment***

This position provides direction and leadership to the CALPIA Laundry enterprise at CSP-Sacramento, which is located in Folsom. This position is responsible for the review, overall production control, and administrative functions for the laundry enterprise, which includes inventory control, procurement, accounting, and personnel; Oversees the efforts of CALPIA staff in the areas of production, quality and delivery of services to CALPIA customers. Actively supports and promotes the Industry Employment Program (IEP); local CALPIA lead position for the Injury and Illness Prevention Program (IIPP); Provides oversight to the Industrial Supervisors on matters associated with day-to-day operations of the Laundry and interacting with other CALPIA institution managers and CALPIA Central Office Staff; Provides direction to subordinate staff regarding changes to work assignments, training, production methods, and staff performance.

REQUISITE SKILLS AND ABILITIES:

- Good leadership skills (ability to supervise & motivate staff using proven leadership techniques)
- Knowledge in budget preparation and cost control methods
- Effective communication skills (oral and written)
- Ability to supervise and motivate subordinate staff using proven, effective leadership techniques

Ability to analyze situations and take initiative and action; knowledge of CDCR & CALPIA rules, procedures & regulations; possess excellent organizational skills, and the ability to multi-task in a changing environment; familiar with computers and Microsoft Office.

Persons appointed to positions in this class must be reasonably able to maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property. Persons appointed to positions in this class are required to wear a personal alarm and must carry a whistle at all times while on the worksite.

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

HOW TO APPLY: Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 10/23/17

PRISON INDUSTRIES SUPERINTENDENT II (MAINTENANCE AND REPAIR)

Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960

JOB CONTROL #: JC-67632

FINAL FILING DATE: UNTIL FILLED

POSITION #: 047-450-7154-001

TENURE / TIME BASE: PERMANENT / FULL TIME

SALARY: \$5296 - \$6573 - POSITION MAY RECEIVE A \$2,400 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS

WORK SHIFT (DAYS AND HOURS): MONDAY – FRIDAY, 0700-1600

LOCATION: AVENAL STATE PRISON, MAINTENANCE & REPAIR, 1 KINGS WAY, AVENAL, CA 93204

DESCRIPTION OF DUTIES: ***Prior to applying for any Prison Industries Superintendent II (Maintenance and Repair) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at <https://calpia.hodesiq.com/BulletinSearch.aspx>, click Complete Self-Assessment***

Under general direction of the Prison Industries Manager, the incumbent is responsible for the supervision and daily operation of the CALPIA Maintenance and Repair department within the Avenal State Prison (ASP). The incumbent directly supervises three Industrial Supervisors; organizes and directs subordinate staff in the overall maintenance and repair for ASP, CALPIA equipment; and acts as the Health and Safety Coordinator for ASP, CALPIA. Incumbent is responsible for the supervision and training in the safe and proper preventive maintenance and repair of industrial systems, equipment, and facilities to ensure the successful on-going operation of each industry; plans and schedules tasks including labor, materials, and equipment; coordinates, installs, and/or supervises installation, operation, maintenance, and repairs of equipment and machinery; makes recommendations to increase department efficiencies, quality, safety, productivity, and related programs; trains, counsels, and supervises staff in maintenance work, quality control, safety, and personnel development; assists and/or evaluates their performance and recommends appropriate action; assists in budget preparation, departmental reporting, and documentation; makes recommendations for needed materials, parts, tools, labor, and equipment; assists in the preparation of records and reports on maintenance, processes, and inventories; maintains order and supervises the conduct of persons committed to the Department of Corrections and prevents escapes and injury by these persons to themselves or others or to property; maintains security of working areas and others or to property; maintains security of working areas and work materials; inspects and searches inmates for contraband, such as weapons or illegal drugs; and does other related work. Incumbent follows all related codes and regulations; makes periodic safety inspections; conducts regular safety meeting; and enforces and follows all safety rules and regulations.

REQUISITE SKILLS AND ABILITIES: Incumbents must have requisite skill and ability to supervise maintenance and repair operations and possess the knowledge of methods, materials, machinery, processes, tools, and equipment used in the maintenance and repair operation, and knowledge of safety practices and orders, materials handling techniques, principles of personnel management and supervision. Ability to set up, repair, maintain, adjust, and operate required equipment; make labor and material estimates; instruct and supervise staff in maintenance techniques and safety practices; maintain firm, impartial, and consistent discipline; understand rules, regulations, laws, and procedures; analyze situations accurately and take effective action; keep records and prepare reports; and communicate effectively at a level required for successful job performance.

Persons appointed to positions in this class must be reasonably able to maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property. Persons appointed to positions in this class are required to wear a personal alarm and must carry a whistle at all times while on the worksite.

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

HOW TO APPLY: Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 6/7/17

PRISON INDUSTRIES SUPERINTENDENT II (MAINTENANCE AND REPAIR)

Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960

JOB CONTROL #: JC-92224

FINAL FILING DATE: UNTIL FILLED

POSITION #: 104-450-7154-001

TENURE / TIME BASE: PERMANENT / FULL TIME

SALARY: \$5296 - \$6573

WORK SHIFT (DAYS AND HOURS): MONDAY – FRIDAY, 0615-1615

LOCATION: CORRECTIONAL TRAINING FACILITY, MAINTENANCE AND REPAIR, HIGHWAY 101 NORTH, SOLEDAD, CA 93960

DESCRIPTION OF DUTIES: ***Prior to applying for any Prison Industries Superintendent II (Maintenance and Repair) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at <https://calpia.hodesiq.com/BulletinSearch.aspx>, click Complete Self-Assessment***

Under direction, ensures team is continuously updated on current quality and production standards. Continuously inspects custodial and maintenance progress and make status reports on scheduling basis. Responsible for supervision of personnel activities of several projects simultaneously. Responsible for carrying out, interpreting, and enforcing project specifications and terms in accordance with agency policies and contractual agreements. Inspects agency facilities to document deficiencies or assess the desirability of alterations or improvements, and provide input on agency management in the development of that agency's (CALPIA and CDCR) priority for capital expenditures for renovation and improvements. Supervises the installation, adjustment, maintenance, and upgrading of industrial manufacturing and processing equipment. Serves as the CALPIA Local Health and Safety Coordinator.

REQUISITE SKILLS AND ABILITIES: Maintain knowledge of methods, practices, chemicals, and equipment used in the maintenance and repair of buildings and machinery. Persons appointed to this position must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encounter on the job, without compromising their health and well-being or that of their fellow employees or inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and the protection of property. Knowledge of CDCR/CALPIA laws, rules, procedures and regulations. In accordance with the classification, all incumbents must have the requisite skill and ability to supervise offenders in a janitorial operation.

Persons appointed to positions in this class must be reasonably able to maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property. Persons appointed to positions in this class are required to wear a personal alarm and must carry a whistle at all times while on the worksite.

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

HOW TO APPLY: Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the**

'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.

DATE POSTED: 11/30/17

PRISON INDUSTRIES SUPERINTENDENT II (MAINTENANCE AND REPAIR)

Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960

JOB CONTROL #: VARIOUS

FINAL FILING DATE: VARIOUS

POSITION #: XXX-XXX-7154-XXX

TENURE / TIME BASE: LIMITED TERM (12 MONTHS) / FULL TIME - POSITION MAY BE EXTENDED UP TO 24 MONTHS AND MAY BECOME PERMANENT AT A LATER DATE

SALARY: \$5296 - \$6573

WORK SHIFT (DAYS AND HOURS): MONDAY – FRIDAY, 0730-1530

LOCATION: CALIFORNIA PRISON INDUSTRY AUTHORITY, MAINTENANCE AND REPAIR

PLEASE SEE BELOW FOR LOCATION OF POSITIONS

DESCRIPTION OF DUTIES: ***Prior to applying for any Prison Industries Superintendent II (Maintenance and Repair) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at <https://calpia.hodesiq.com/BulletinSearch.aspx>, click Complete Self-Assessment***

Under direction, ensures team is continuously updated on current quality and production standards. Continuously inspects custodial and maintenance progress and make status reports on scheduling basis. Responsible for supervision of personnel activities of several projects simultaneously. Responsible for carrying out, interpreting, and enforcing project specifications and terms in accordance with agency policies and contractual agreements. Inspects agency facilities to document deficiencies or assess the desirability of alterations or improvements, and provide input on agency management in the development of that agency's (CALPIA and CDCR) priority for capital expenditures for renovation and improvements. Supervises the installation, adjustment, maintenance, and upgrading of industrial manufacturing and processing equipment. Serves as the CALPIA Local Health and Safety Coordinator.

REQUISITE SKILLS AND ABILITIES: Maintain knowledge of methods, practices, chemicals, and equipment used in the maintenance and repair of buildings and machinery. Persons appointed to this position must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encounter on the job, without compromising their health and well-being or that of their fellow employees or inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and the protection of property. Knowledge of CALPIA and CDCR Laws, rules, procedures, and regulations. In accordance with the classification, all incumbents must have the requisite skill and ability to supervise offenders in a janitorial operation.

Persons appointed to positions in this class must be reasonably able to maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property. Persons appointed to positions in this class are required to wear a personal alarm and must carry a whistle at all times while on the worksite.

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

HOW TO APPLY: Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

PRISON INDUSTRIES SUPERINTENDENT II (MAINTENANCE AND REPAIR) – LIMITED TERM / FULL TIME (Continued)

CALIFORNIA INSTITUTION FOR MEN, 14901 CENTRAL AVENUE, CHINO, CA 91710

POSITION #: 081-450-7154-001 - DATE POSTED: 11/16/17 (JC-89409) - FINAL FILING DATE: UNTIL FILLED

CALIFORNIA STATE PRISON LOS ANGELES, 44750 60TH STREET WEST, LANCASTER, CA 93536

POSITION #: 399-451-7154-001 - DATE POSTED: 11/16/17 (JC-89490) - FINAL FILING DATE: UNTIL FILLED

CENTINELA STATE PRISON, 2302 BROWN ROAD, IMPERIAL, CA 92251

POSITION #: 405-450-7154-001 - DATE POSTED: 11/16/17 (JC-89453) - FINAL FILING DATE: UNTIL FILLED

KERN VALLEY STATE PRISON, 3000 WEST CECIL AVENUE, DELANO, CA 93215

POSITION #: 918-450-7154-001 - DATE POSTED: 11/16/17 (JC-89433) - FINAL FILING DATE: UNTIL FILLED

HIGH DESERT STATE PRISON, 475-750 RICE CANYON ROAD, SUSANVILLE, CA 96130

POSITION #: 933-450-7154-001 - DATE POSTED: 11/16/17 (JC-89487) - FINAL FILING DATE: 12/18/2017

SENIOR PHOTOGRAPHER

JOB CONTROL #: JC-92726

FINAL FILING DATE: DECEMBER 29, 2017

POSITION #: 063-053-2843-001

TENURE / TIME BASE: LIMITED TERM (12 MONTHS) / FULL TIME - POSITION MAY BE EXTENDED UP TO 24 MONTHS AND MAY BECOME PERMANENT AT A LATER DATE

SALARY: \$3800 - \$4758

WORK SHIFT (DAYS AND HOURS): MONDAY – FRIDAY, 8:00 AM – 5:00 PM

LOCATION: CALIFORNIA PRISON INDUSTRY AUTHORITY, PROMOTIONS/MARKETING, 560 EAST NATOMA STREET, FOLSOM, CA 95630

DESCRIPTION OF DUTIES: Under the general direction of the Manager, Promotions Unit, the incumbent is responsible for the concept, development and production of all photography assignments. This position also provides support to the Chief, External Affairs for support at all events. This position utilizes various photography equipment and software applications, such as: Photoshop, Illustrator, InDesign, Acrobat and PowerPoint to upload, import and revise images files for electronic and print publications.

Occasional out of town and over-night travel is required.

The Senior Photographer regularly uses a variety of photography equipment and utilizes editing software to deliver images for media communication products, web and press products.

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

HOW TO APPLY: Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 12/14/17

SKILLED LABORER

Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960

JOB CONTROL #: JC-67064

FINAL FILING DATE: UNTIL FILLED

POSITION #: 063-760-6212-003

TENURE / TIME BASE: LIMITED TERM (12 MONTHS) / FULL TIME - POSITION MAY BE EXTENDED UP TO 24 MONTHS AND MAY BECOME PERMANENT AT A LATER DATE

SALARY: \$3367 - \$3867

WORK SHIFT (DAYS AND HOURS): MONDAY – FRIDAY, WORK HOURS MAY VARY

LOCATION: CALIFORNIA PRISON INDUSTRY AUTHORITY, HEALTHCARE FACILITIES MAINTENANCE, SEE DESCRIPTION OF DUTIES SECTION FOR POSITION LOCATION.

DESCRIPTION OF DUTIES: Under the supervision and direction of the Healthcare Facilities Maintenance (HFM) program, the Prison Industries Superintendent II, (Maintenance and Repair), this position is primarily responsible for maintenance and repair services of the HFM program, for the Central California Region. This position can be located at North Kern State Prison, Kern Valley State Prison, Wasco State Prison and California Correctional Institution based on candidate selection and operation need. Schedules and conducts maintenance and repairs for HFM services at various customer site locations throughout central California. Determines if labor and/or repair can be accomplished as standard maintenance and repair or if local Plant Operations must be contacted to conduct the repairs and makes necessary arrangements to have repairs completed. Performs clean-up after a service has been completed. Receives, processes and tracks all materials used in the maintenance and repair of any work using a maintenance computer system. This includes taking telephone requests and determining if repairs are appropriate per CALPIA's protocol. Drives repair van, with appropriate work tools and equipment, to site location; works from plans and specifications; select and uses proper tools; carries out oral and written directions.

REQUISITE SKILLS AND ABILITIES: Must possess a general knowledge of hand tools and be able to make minor repairs to various construction related trades. Be able to assess repair work needed, schedule work and keep an inventory of tools and materials. Have basic computer skills and be able to communicate with staff and others at a level that is professional and competent. Must have a current California Driver's License Class C and be willing to travel a considerable portion of this assignment. This position will be included in the Department of Motor Vehicles' Employer Pull Notice (EPN) program.

Persons appointed to positions in this class must be reasonably able to maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property. Persons appointed to positions in this class are required to wear a personal alarm and must carry a whistle at all times while on the worksite.

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

HOW TO APPLY: Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 5/5/17

STAFF SERVICES MANAGER II (SUPERVISORY)

JOB CONTROL #: JC-92976

FINAL FILING DATE: JANUARY 2, 2018

POSITION #: 063-760-4801-200

TENURE / TIME BASE: LIMITED TERM (12 MONTHS) / FULL TIME - POSITION MAY BE EXTENDED UP TO 24 MONTHS AND MAY BECOME PERMANENT AT A LATER DATE

SALARY: \$6245 - \$7760

WORK SHIFT (DAYS AND HOURS): MONDAY – FRIDAY, 8:00 A.M.-5:00 P.M.

LOCATION: CALIFORNIA PRISON INDUSTRY AUTHORITY, HEALTHCARE FACILITIES MAINTENANCE, 560 EAST NATOMA STREET, FOLSOM, CA 95630

DESCRIPTION OF DUTIES: Responsible for direct and indirect supervision of professional, analytical and administrative staff including a Staff Services Manager I, and 2 Associate Governmental Program Analyst and 4 subject matter experts. Supervision includes development and evaluation of staff; overseeing the management of the workflow, with current emphasis on correcting operational problems; reviewing and/or setting goals and objectives; developing internal policies and procedures for the most efficient operation of each unit; and effectively managing personnel and performance problems through the appropriate use of corrective discipline. Ensures completed staff work with supporting documentation is submitted. Oversees preparation of bill analyses, regulations, compliance, issue memos, discussion documents, and other analyses related to the HFM program. Provides technical assistance to internal/external partners relating to program, procedural, financial, administrative and operational issues. Serves as liaison for internal administrative units including human resource, staff development, and information technology. Provide oversight and direction regarding HFM recruitment, retention, training, policy, regulatory, and procedural impacted. Works closely with HFM Prison Industries Managers for CO HFM to help develop and make recommendations to programs changes in policies and procedures. Conducts and/or participates in meetings with internal/external partners. Demonstrates the ability to obtain satisfactory results while maintaining group cooperation. Uses proper interpersonal styles and methods to guide individual or groups to accomplish the required tasks. Evaluates staff performance and prepares required documentation of the group's performance. Provides necessary direction, feedback, and counseling and identifies necessary training for individuals or groups as assigned. Ensuring changes to fulfill any operational and regulatory requirements. Serves as liaison between CALPIA and other state agencies and private vendors in matters related to HFM.

REQUISITE SKILLS AND ABILITIES:

- Principles of effective supervision, principles of organization and industrial management, including methods, materials, processes, and equipment deployed in prison industries
- Good leadership skills (ability to supervise & motivate staff using proven leadership techniques)
- Effective Communication Skills (Oral and Written)
- Ability to train staff and offenders in improving themselves and the operation
- Ability to maintain a professional working atmosphere for staff and offenders

REQUIRED APPLICATION DOCUMENTS: Degree and/or School Transcripts

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

HOW TO APPLY: Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 12/15/17

STUDENT ASSISTANT

JOB CONTROL #: N/A

FINAL FILING DATE: UNTIL FILLED

POSITION #: 063-041-HORNET-XXX

TENURE / TIME BASE: TEMPORARY / INTERMITTENT

SALARY: \$10.50 - \$16.00 PER HOUR

WORK SHIFT (DAYS AND HOURS): MONDAY – FRIDAY, HOURS VARY WITH SCHOOL SCHEDULE

LOCATION: CALIFORNIA PRISON INDUSTRY AUTHORITY, SYSTEM SUPPORT UNIT, 560 EAST NATOMA STREET, FOLSOM, CA 95630

DESCRIPTION OF DUTIES: Under the direction of the Fiscal Accounting Chief, the incumbent will provide support to the Accounting Systems Support Unit.

Duties will include but are not limited to: Develop reports and queries using Financial and Excel reporting tools.

- Key data entry and reconcile financial spreadsheets while ensuring accuracy of the data.
- Assist with financial reconciliations.
- Assist Accounting management and team with special projects and assignments.
- Prepare procedures for desk duties. Provide assistance during month-end and year-end closing process.

REQUISITE SKILLS AND ABILITIES: Must be enrolled in 6 semester or 9 quarter (4 semesters or 6 quarter graduate) units from an accredited college or university. Knowledge of Microsoft Office computer programs is required. Must be able to work in a team environment. Persons appointed to this position are expected to have good interpersonal skills with all levels of staff, be able to multi-task while maintaining efficiencies and accuracy.

- Currently enrolled in an Accounting curriculum, Management Information Systems or Financial field
- Intermediate or higher skill level in MS Excel and familiarity with database programs
- Excellent organizational and time management skills, detail oriented and able to meet deadlines

WHO MAY APPLY: Students participating in the CSUS University Enterprises, Inc. are eligible to apply. Applications will be screened and only the most qualified will be scheduled for interviews.

HOW TO APPLY: Applications may be submitted through University Enterprises, Inc. online at <http://www.enterprises.csus.edu/human-resources/ueijobs>

DATE POSTED: 11/22/17

STUDENT ASSISTANT (AUTOCAD TRAINING ASSISTANT)

JOB CONTROL #: N/A

FINAL FILING DATE: UNTIL FILLED

POSITION #: 063-061-HORNET-XXX

TENURE / TIME BASE: TEMPORARY / INTERMITTENT

SALARY: \$10.50 - \$14.00 PER HOUR

WORK SHIFT (DAYS AND HOURS): MONDAY – FRIDAY, HOURS VARY WITH SCHOOL SCHEDULE

LOCATION: CALIFORNIA PRISON INDUSTRY AUTHORITY, JOINT VENTURE/FREE VENTURE/CTE, 560 EAST NATOMA STREET, FOLSOM, CA 95630

DESCRIPTION OF DUTIES: Assist the Autodesk Certified Instructor (ACI) and the CALPIA class supervisor in the training of Autodesk class curriculum for AutoCAD, Revit, and Inventor. More specifically will be able to provide general explanations of the course material under the direction of the ACI to the students in the class. Supports the ACI/Supervisor on daily assignments and/or projects to help keep students completing assignments on time. Assist the class by being able to answer questions, provide possible solutions and feedback to ACI, and supervisor. Prepping and supporting the daily lesson plan ahead of time and during regular instruction time. Continuously monitor all activity in the training center and immediately report anything out of the ordinary to ACI/Supervisor. Assist in general office work to include organizing, conducting inventories, and maintaining program materials and office supplies; answer phones; box and label documents for storage; distribute daily mail and perform support staff duties as required. Assist in the procurement process so that material can be ordered and received in a timely process. Trouble shoots and communicates with ACI/Supervisor and/or information systems on any computer related issues. Assist in general office work to include organizing, conducting inventories, and maintaining program materials and office supplies; answer phones; box and label documents for storage; distribute daily mail and perform support staff duties as required. Assist in the procurement process so that material can be ordered and received in a timely process. Trouble shoots and communicates with ACI/Supervisor and/or information systems on any computer related issues.

REQUISITE SKILLS AND ABILITIES: Must be enrolled in 6 semester or 9 quarter (4 semesters or 6 quarter graduate) units from an accredited college or university. All majors will be considered.

WHO MAY APPLY: Students participating in the CSUS University Enterprises, Inc. are eligible to apply. Applications will be screened and only the most qualified will be scheduled for interviews.

HOW TO APPLY: Applications may be submitted through University Enterprises, Inc. online at <http://www.enterprises.csus.edu/human-resources/ueijobs>

DATE POSTED: 11/10/16

CALIFORNIA PRISON INDUSTRY AUTHORITY, EXAMINATION(S)

Applications are being accepted for the following examination(s). Examination bulletins for all current CALPIA examinations are available at www.calpia.ca.gov. Your State Application **must indicate** the "Exam Title" and "Exam Code" in order to be processed. ***Applications without this information may be subject to rejection.*** For questions regarding the following examination(s), please call (916) 358-2696.

TYPE OF EXAMINATION: OPEN

EXAM CODE

FINAL FILING DATE:

There are no OPEN examinations at this time.

TYPE OF EXAMINATION: PROMOTIONAL

EXAM CODE

FINAL FILING DATE:

There are no Promotional examinations at this time.

TYPE OF EXAMINATION: CEA

EXAM CODE

FINAL FILING DATE:

Chief Information Officer, Management Information Systems (CEA A)

JC-75785

12/18/2017

The California Prison Industry Authority (CALPIA) is conducting **online** Training & Experience Assessments (examinations) for the following exams:

<u>TYPE OF EXAMINATION: OPEN ONLINE EXAM(S)</u>	<u>EXAM CODE</u>	<u>FINAL FILING DATE:</u>
Prison Industries Superintendent I (Agriculture)	6PIAG-01	Continuous
Prison Industries Superintendent II (Agriculture)	6PIAG-02	Continuous
Industrial Supervisor, Prison Industries (Bakery)	7PIBP-01	Continuous
Prison Industries Superintendent II (Bakery)	7PIBP-02	Continuous
Industrial Supervisor, Prison Industries (Bindery)	6PIBD-01	Continuous
Prison Industries Superintendent II (Bindery)	6PIBD-02	Continuous
Industrial Supervisor, Prison Industries (Coffee Roasting & Grinding)	6PICG-01	Continuous
Prison Industries Superintendent II (Coffee Roasting & Grinding)	6PICG-02	Continuous
Industrial Supervisor, Prison Industries (Crops Farm)	6PICR	Continuous
Industrial Supervisor, Prison Industries (Dairy)	6PIDA	Continuous
Industrial Supervisor, Prison Industries (Dental Laboratory)	7PIDL-01	Continuous
Prison Industries Superintendent II (Dental Laboratory)	7PIDL-02	Continuous
Industrial Supervisor, Prison Industries (Detergent Plant)	6PIDP-01	Continuous
Prison Industries Superintendent II (Detergent)	6PIDP-02	Continuous
Industrial Supervisor, Prison Industries (Digital Services)	7PIDS	Continuous
Industrial Supervisor, Prison Industries (Egg Production)	6PIEP01	Continuous
Prison Industries Superintendent I (Egg Production)	6PIEP02	Continuous
Prison Industries Superintendent II (Egg Production)	6PIEP03	Continuous
Industrial Supervisor, Prison Industries (Fabric Products)	6PIFP-01	Continuous
Prison Industries Superintendent I (Fabric Products)	6PIFP-02	Continuous
Prison Industries Superintendent II (Fabric Products)	6PIFP-03	Continuous
Industrial Supervisor, Prison Industries (Food & Beverage Packaging)	6PIFG-01	Continuous
Prison Industries Superintendent I (Food & Beverage Packaging)	6PIFG-02	Continuous
Prison Industries Superintendent II (Food & Beverage Packaging)	6PIFG-03	Continuous
Industrial Supervisor, Prison Industries (Knitting Mill)	6PIKM-01	Continuous
Prison Industries Superintendent II (Knitting Mill)	6PIKM-02	Continuous
Industrial Supervisor, Prison Industries (Laundry)	6PILD-01	Continuous
Prison Industries Superintendent I (Laundry)	6PILD-02	Continuous
Prison Industries Superintendent II (Laundry)	6PILD-03	Continuous

The California Prison Industry Authority (CALPIA) is conducting **online** Training & Experience Assessments (examinations) for the following exams:

<u>TYPE OF EXAMINATION: OPEN ONLINE EXAM(S)</u>	<u>EXAM CODE</u>	<u>FINAL FILING DATE:</u>
Industrial Supervisor, Prison Industries (Maintenance and Repair)	6PIMR-01	Continuous
Prison Industries Superintendent II (Maintenance and Repair)	6PIMR-02	Continuous
Industrial Supervisor, Prison Industries (Mattress & Bedding)	7PIMB-01	Continuous
Prison Industries Superintendent II (Mattress & Bedding)	7PIMB-02	Continuous
Industrial Supervisor, Prison Industries (Meatcutting/Processing)	7PIMP-01	Continuous
Prison Industries Superintendent I (Meat Plant Operations)	7PIMP-02	Continuous
Prison Industries Superintendent II (Meat Plant Operations)	7PIMP-03	Continuous
Industrial Supervisor, Prison Industries (Metal Fabrication)	6PIMF-01	Continuous
Prison Industries Superintendent I (Metal Products)	6PIMF-02	Continuous
Prison Industries Superintendent II (Metal Products)	6PIMF-03	Continuous
Industrial Supervisor, Prison Industries (Optical Products)	6PIPT-01	Continuous
Prison Industries Superintendent I (Optical Products)	6PIPT-02	Continuous
Prison Industries Superintendent II (Optical Products)	6PIPT-03	Continuous
Industrial Supervisor, Prison Industries (Poultry Processing)	7PIPP01	Continuous
Prison Industries Superintendent II (Poultry Processing)	7PIPP02	Continuous
Industrial Supervisor, Prison Industries (Printing)	6PIPN-01	Continuous
Prison Industries Superintendent I (Printing)	6PIPN-02	Continuous
Prison Industries Superintendent II (Printing)	6PIPN-03	Continuous
Industrial Supervisor, Prison Industries (Sausage Making/Cured Meats)	7PISM	Continuous
Industrial Supervisor, Prison Industries (Shoe Manufacturing)	6PISM-01	Continuous
Prison Industries Superintendent II (Shoe Manufacturing)	6PISM-02	Continuous
Industrial Supervisor, Prison Industries (Tool and Die)	6PITD	Continuous
Industrial Supervisor, Prison Industries (Upholstery)	6PIUP	Continuous
Industrial Supervisor, Prison Industries (Wood Products)	6PIWP-01	Continuous
Prison Industries Superintendent I (Wood Products)	6PIWP-02	Continuous
Prison Industries Superintendent II (Wood Products)	6PIWP-03	Continuous

The California Prison Industry Authority (CALPIA) is conducting **online** Training & Experience Assessments (examinations) for the following exams:

<u>TYPE OF EXAMINATION: OPEN ONLINE EXAM(S)</u>	<u>EXAM CODE</u>	<u>FINAL FILING DATE:</u>
Building Maintenance Worker (Correctional Facility)	7PIBM	Continuous
Heavy Equipment Mechanic (Correctional Facility)	7PIEM	Continuous
Industrial Warehouse and Distribution Manager I, Prison Industries	7PIWD-03	Continuous
Industrial Warehouse and Distribution Manager II, Prison Industries	7PIWD-04	Continuous
Industrial Warehouse and Distribution Specialist, Prison Industries	7PIWD-01	Continuous
Industrial Warehouse and Distribution Supervisor, Prison Industries	7PIWD-02	Continuous
Prison Industries Administrator	7PIAD	Continuous
Prison Industries Manager (General)	7PIMG	Continuous
Product Engineering Technician, Prison Industries	7PIPE	Continuous
Products Management Specialist, Prison Industries	7PIPM	Continuous
Quality Control Technician, Prison Industries (Cleaning Products)	7PICP	Continuous
Sales Representative, Prison Industries	7PISR	Continuous

The Application and Training and Experience Assessments can be obtained via the internet by connecting to: [CALPIA Exam Bulletins](#)

Applicants should be prepared to respond to questions regarding their ability to meet minimum qualifications, provide contact information, and take the Training & Experience Assessment. It is recommended that you make copies of your exam results and when applying for a vacancy, attach a copy to your application. Once your assessment is completed please go to www.jobs.ca.gov to create your CALCAREERS profile and apply to any available vacancies. Please use "Prison Industry Authority" as your search term under departments.

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION EXAMINATION(S)

The California Prison Industry Authority is participating in the examination(s) listed below which are administered by the California Department of Corrections and Rehabilitation. Examination bulletins for the examinations are available at www.cdcr.ca.gov. Applications must be postmarked by the final filing date indicated. All interested applicants, please mail your Standard State application (Form 678) to the address listed on the examination bulletin.

PLEASE DO NOT SEND YOUR APPLICATION(S) TO THE CALIFORNIA PRISON INDUSTRY AUTHORITY

TYPE OF EXAMINATION: PROMOTIONAL

FINAL FILING DATE

There are no PROMOTIONAL examinations at this time

CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CALHR) EXAMINATIONS

Examinations listed below are administered by CALHR. Examination bulletins are available at www.calpia.ca.gov. Some examinations are time sensitive and filing dates are provided. Interested applicants must follow the instructions provided on the examination bulletin.

Accountant I (Specialist)
Accountant Trainee
Accounting Administrator I, Specialist
Accounting Administrator I, Supervisor
Accounting Administrator II
Accounting Administrator III
Accounting Analyst
Accounting Officer (Specialist)
Accounting Technician
Administrative Assistant I
Associate Accounting Analyst
Associate Administrative Analyst (Accounting Systems)
Associate Governmental Program Analyst
Business Service Officer I (Specialist)
Data Processing Manager I
Data Processing Manager II
Executive Secretary II
Legal Secretary
Management Services Technician
Office Assistant (General)
Office Assistant (Typing)
Office Technician (General)
Office Technician (Typing)
Program Technician
Program Technician II
Senior Accounting Officer (Specialist)
Staff Services Analyst
Staff Services Manager I
Staff Services Manager II
Staff Services Manager III
Warehouse Worker

CALIFORNIA CORRECTIONAL HEALTH CARE SERVICES (CCHCS) EXAMINATION(S)

The California Correctional Health Care Services (CCHCS) is conducting Training & Experience Assessments (examinations) on behalf of the California Prison Industry Authority (CALPIA) for the following exams:

TYPE OF EXAMINATION: OPEN

Custodian (Correctional Facility)
Lead Custodian (Correctional Facility)
Custodian Supervisor II (Correctional Facility)
Custodian Supervisor III (Correctional Facility)

FINAL FILING DATE

Continuous
Continuous
Continuous
Continuous

The Application and Training and Experience Assessments can be obtained via the internet by connecting to: [CCHCS Custodial Exams](#)

Applicants should be prepared to respond to questions regarding their ability to meet minimum qualifications, provide contact information, and take the Training & Experience Assessment. It is recommended that you make copies of your exam results and when applying for a vacancy, attach a copy to your application. Once your assessment is completed please go to www.jobs.ca.gov to create your CALCAREERS profile and apply to any available vacancies. Please use "Prison Industry Authority" as your search term under departments.

****APPLY ON-LINE WITH THE CALIFORNIA CORRECTIONAL HEALTH CARE SERVICES****